



*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

**Regular Meeting of the Town Council**

**December 17, 2019**

**6:00 pm in the Council Chambers**

**(Please Note Meeting Time)**

**Agenda**

- I. **Call to Order-** Mayor Montgomery
  - A. Pledge of Allegiance
  - B. Moment of Silence
  - C. Approval of Agenda
- II. **Consent Agenda-**
  - A. Approval of minutes from the November 19, 2019 Regular meeting
  - B. Approval & Sealing of the November 19, 2019 Closed Session minutes
  - C. Analysis of financial position of the Town of Jamestown
  - D. Analysis of financial position of the Jamestown Park & Golf Course
  - E. Resolution declaring Carter Bank an Official Depository
- III. **Public Comment**
- IV. **Old Business-**
  - A. Discussion of the 2020 Town Council Retreat- Kenny Cole, Town Manager
  - B. Consideration of approval of contract for Benchmark Planning to begin work on Comprehensive Plan Update- Mathew Johnson, Assistant Manager/Director of Planning
  - C. Discussion of unsealing closed session minutes- Beth Koonce, Town Attorney
- V. **Recess-** 5 Minutes
- VI. **New Business-**
  - A. Oath of Office Swearing-In Ceremony for the newly elected Mayor & Council- Georgia S. Nixon
  - B. Appointment of Mayor Pro Tem
  - C. Resolution honoring Georgia S. Nixon- Mayor Montgomery
  - D. Resolution honoring the retirement of Jeff Greeson, Public Services Operations Manager- Mayor Montgomery
- VII. **Manager/Committee Reports-**
  - A. Manager Report- Kenny Cole, Town Manager
  - B. Council Member Committee Reports
- VIII. **Public Comment**
- IX. **Other Business**
- X. **Adjournment**

**Working Agenda for the December 17, 2019 Regular Town Council Meeting**

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:00 pm	<b>I. Call to Order</b>	Mayor Montgomery	Mayor Montgomery to call the meeting to order. Mayor Montgomery to present introduction for the meeting.
6:00 pm	A. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to lead everyone in the Pledge of Allegiance.
6:00 pm	B. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:00 pm	C. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted. Council Member makes a motion to approve the agenda. Council Member makes a second to the motion. Then vote.
6:00 pm	<b>II. Consent Agenda</b>		
6:00 pm	A. Approval of minutes from the November 19 <sup>th</sup> Regular meeting B. Approval & sealing of the November 19 <sup>th</sup> closed session minutes C. Analysis of financial position of the Town of Jamestown D. Analysis of financial position of the Jamestown Park & GC E. Resolution declaring Carter Bank an Official Depository		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:00 pm	<b>III. Public Comment</b>		Please state your name and address and adhere to the 3 minute limit.
6:15 pm	<b>IV. Old Business</b>		
6:15 pm	A. Discussion of the 2020 Town Council Retreat	Call on K. Cole	Cole to discuss the 2020 Retreat with Council. Cole to request that Council set a date, time, and location for the 2020 Town Council Retreat. Council Member makes a motion to set the date, time, and location for the 2020 Town Council Retreat. Council Member makes a second to the motion. Then vote.
6:25 pm	B. Consideration of approval of contract for Benchmark Planning to begin work on Comp Plan Update	Call on M. Johnson	Johnson to request that Council approve contract with Benchmark Planning for the Comprehensive Plan Update. Council Member makes a motion to approve/deny the contract with Benchmark Planning for the Comprehensive Plan Update. Council Member makes a second to the motion. Then vote.
6:35 pm	C. Discussion of unsealing closed session minutes	Call on B. Koonce	Koonce to give Council an overview of the annual unsealing of closed session minutes.
6:40 pm	<b>V. Recess</b>	Mayor Montgomery	Mayor Montgomery to call for a 5 minute recess.
6:45 pm	<b>VI. New Business</b>		
6:45 pm	A. Oath of Office Swearing-In Ceremony	Call on G. Nixon	Nixon to administer the Oath of Office to the newly elected Mayor and Council.
6:55 pm	B. Appointment of Mayor Pro Tem	Mayor Montgomery	Mayor Montgomery to request nominations for Mayor Pro Tem. Council Member makes a motion to nominate _____ to be appointed as Mayor Pro Tem. Council Member makes a second to the motion. Then vote.
7:00 pm	C. Resolution honoring Georgia S. Nixon	Mayor Montgomery	Mayor Montgomery to present resolution to Georgia Nixon.
7:10 pm	D. Resolution honoring the retirement of Jeff Greeson	Mayor Montgomery	Mayor Montgomery to present resolution to Jeff Greeson.
7:20 pm	<b>VII. Manager/Committee Reports</b>		
7:20 pm	A. Manager Report	Call on K. Cole	Cole to present his monthly Manager's Report to Council.
7:25 pm	B. Council Member Committee Reports	Call on K. Cole	Cole to request that Council Members give an update on any Committees they serve on.
7:30 pm	<b>VIII. Public Comment</b>		Please state your name and address and adhere to the 3 minute time limit
7:45 pm	<b>IX. Other Business</b>		
7:50 pm	<b>X. Adjournment</b>		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Georgia Nixon, Mayor Pro Tem  
Martha Stafford Wolfe  
Rebecca Mann Rayborn  
John Capes

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of minutes from the November 19, 2019 Regular meeting

**AGENDA ITEM #:** II-A



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

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**MEETING DATE:** December 17, 2019

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie McBride, Town Clerk

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**SUMMARY:**

Minutes from the November 19th Regular Town Council meeting

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**ATTACHMENTS:** Minutes from the November 19, 2019 Town Council meeting

**RECOMMENDATION/ACTION NEEDED:** Staff recommends approval of the minutes from the November 19th Town Council meeting

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve/amend the consent agenda.

**FOLLOW UP ACTION NEEDED:** N/A

**DRAFT**

**Regular Meeting of the Town Council  
November 19, 2019  
6:30 pm in the Council Chambers  
Minutes & General Account**

**Council Members Present:** Mayor Montgomery, Council Members Nixon, Wolfe, Capes, & Rayborn

**Staff Present:** Kenny Cole, Matthew Johnson, Katie McBride, Judy Gallman, Paul Blanchard, Scott Coakley, & Beth Koonce, Town Attorney

**Visitors Present:** Dave Douglas, Seth Douglas, Richard Volz, Douglas Wentz, & Carol Brooks

**Call to Order-** Mayor Montgomery called the meeting to order.

- Pledge of Allegiance- Mayor Montgomery led everyone in the Pledge of Allegiance.
- Moment of Silence- Mayor Montgomery called for a moment of silence.
- Approval of Agenda- Mayor Montgomery asked if anyone would like to change, add, or delete any items on the agenda. There were no requests made.

Council Member Capes made a motion to approve the agenda. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

**Consent Agenda-** The consent agenda included the following items:

- Approval of minutes from the October 15, 2019 Regular meeting
- Approval & Sealing of the October 15, 2019 Closed Session minutes
- Proclamation National Native American Heritage Month
- Analysis of financial position of the Town of Jamestown
- Analysis of financial position of the Jamestown Park & Golf Course

Council Member Wolfe made a motion to approve the consent agenda as presented. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

(Proclamation National Native American Heritage Month)

**Public Comment-**

- Richard Volz, 100 Chimney Court- Volz stated that he appreciated the opportunity to speak. He said that he voted in the election at the beginning of the month and that he found it very difficult to find the results. He suggested that staff post the results of the election on the Town's website.
- Doug Wentz, 6311 Hickory Hollow Road- Wentz said that he built his house on Hickory Hollow Road in 1974. He stated that he had been experiencing sewer problems over the last ten years on his property. He said that he had spoken with Town Hall staff about the issue. Wentz noted that he regularly pumped his septic tank, but he did not want to continue to do that any longer. He said that his septic tank was extremely close to one of the Town's sewer lines. He requested that Council allow him to connect the sewer on his property to the Town's sewer line at the end of the street.

**Old Business-**

- Update on Sidewalk Projects- Blanchard updated Council on the ongoing sidewalk projects. He noted that the contractor for the East Main Street Project had begun clearing brush to prepare for the underground work required to construct the sidewalk. He added that the underground work should be completed by March.

Blanchard stated that he had met with the contractor for the East Fork Pedestrian Bridge. He said that the contractor was supposed to submit drawings and corresponding analysis in regard to the retaining walls to NCDOT by the end of the week. He added that the bridge was being fabricated and would be delivered in January.

Council Member Wolfe spoke about the potential of beginning the sidewalk portion of the East Fork Pedestrian Bridge Project with Blanchard.

**New Business-**

- Presentation of Comprehensive Annual Financial Report (CAFR) for fiscal year end June 30, 2019- Gallman stated that the CAFR for the fiscal year end June 2019 was complete. She introduced John Frank from Dixon Hughes Goodman to Council. Frank gave an overview of the audit report that Dixon Hughes Goodman had completed. He noted that the Town of Jamestown had received an unmodified report and a Certificate of Achievement for Excellence of Financial Reporting for the 2019 fiscal year. He highlighted specific changes in the financial summary between fiscal year 2018 and 2019.

(Financial Summary Years ended June 30, 2019 and 2018)

- Presentation on Parks & Recreation Master Plan- Johnson introduced Nick Lowe from McAdams Company to Council. Lowe gave Council an update on the Parks & Recreation Master Plan. Lowe stated that one of the largest benefits of having a Parks & Rec Master Plan is that it helps municipalities get grants. He said that it also gives guidance on projects to invest in and highlights community needs.

Lowe stated that McAdams analyzed what the Town of Jamestown currently provided citizens in regard to parks and recreation. He noted that they focused on current structures, the maintenance of the areas, accessibility, and connectivity throughout Town. He also spoke about the importance of public input and gave an overview of how McAdams had been engaging the Jamestown community. He stated that they had sent out a survey to people throughout Town to determine the priorities of citizens. Lowe noted that residents really seemed to value the music/movies in the park events. He added that the respondents stated that they used Wrenn Miller Park and the greenways most frequently.

Lowe stated that McAdams Company planned to approve and finalize the inventory analysis and would complete a draft of the Master Plan by January. He said that they would then focus on a park specific plan for Jamestown Park & Golf Course. Lowe noted that they were also going to host a public design workshop. He stated that McAdams Company would review recommendations from citizens and Council and submit both plans for final approval. He estimated that everything would be finished by March.

- Discussion of the 2020 Town Council Retreat- Cole stated that the 2020 Town Council retreat was coming up. He requested that Council set a date and a location for the retreat. He also asked that Council Members submit topics that they would like to add to the agenda to Mayor Montgomery.

Council Members discussed locations and dates for the upcoming retreat. Cole suggested that Council schedule the retreat for January 10<sup>th</sup> at 9:00 am. Everyone agreed with that time and date. However, the location for the retreat was not determined. Council Member Wolfe proposed that Council set the final time, date, and location for the retreat at the December 17<sup>th</sup> Town Council meeting. Council agreed to discuss the matter in December.

- Request to set a public hearing date to consider a text amendment to the Land Development Ordinance (LDO) that would add Planned Unit Development (PUD) as a new zoning district- Johnson requested that Council set a public hearing date to consider a text amendment to the LDO that would add Planned Unit Development (PUD) as a zoning district for the January 21<sup>st</sup> Regular Town Council meeting.

Council Member Wolfe made a motion to set a public hearing date to consider the PUD text amendment for the January 21<sup>st</sup> Town Council meeting. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Request for sewer service at property located at 6311 Hickory Hollow Road- Blanchard stated that the resident at 6311 Hickory Hollow Road had requested sewer service to their property. He added that the property was in the Town's ETJ and that it adjoined the Jordan Creek Townhomes. He said that there was public sanitary sewer installed when the Townhomes were built and that a stub was located at the end of Hickory Hollow Road. He noted that the water line that was installed for the development was private.

Blanchard said that it was possible to provide sewer services at the property, but there was not a feasible option that the Town had to provide water service. He stated that there were no other property owners that had requested sewer service in the area. Blanchard added that the Town's Water and Sewer Use Policy required the Town to provide water services to citizens that utilized the sewer system.

Cole stated that the policy required the Town to provide water service in order to determine the sewer fees.

Council Member Wolfe said that there had been one instance in which the Town had installed a meter onto a citizen's well in order to determine their sewer fees.

Council Members discussed the possibility of placing a meter on the property owner's well with Cole. Council Member Wolfe was in favor of considering the potential solution, but Cole was hesitant to set a precedent that the Town would meter private wells.

Council Member Nixon said that her father had experienced similar issues with his home. She added that he eventually had to replace the septic system, and it resolved the problem.

Cole stated that Council would need to amend the Town's policy in order to provide sewer service to the property without also providing water.

Council agreed that they all wanted to assist the property owner with the issue, but they did not believe that the Town could provide a solution at that time.

The property owner, Doug Wentz, thanked Council for their consideration.

Council Member Capes made a motion to deny the sewer service request. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

**Manager/Committee Reports-**

- Manager Report- Cole presented his monthly Manager’s report to Council. He highlighted that the Council Christmas Dinner was coming up. He also said that he was making progress on the sign at Flowers Bakery. He noted that the Christmas Parade would be held by the Jamestown Rotary Club on December 1<sup>st</sup>.
- Council Member Committee Reports-
  - Council Member Wolfe said that she had attended the TAC meeting that morning. She stated that the Jamestown Bypass was still on schedule. She added that Governor Cooper had signed a bill to allocate funds to NCDOT which would hopefully expedite some of NCDOT’s ongoing projects. She also said that the Comp Plan Steering Committee met in October and had selected Benchmark to work on the Comp Plan update.
  - Council Member Rayborn stated that the Planning Board met the previous night. She said that they had discussed the text amendment for the Planned Unit Development (PUD) rezoning district. She noted that no one spoke in favor or against the amendment and that the Planning Board unanimously recommended its approval.

**Public Comment-** Nobody signed up.

**Other Business-** Council Member Capes briefly spoke about the upcoming Christmas on Main events.

Mayor Montgomery thanked Coakley for his hard work on the Music and Movies in the Park events.

**Closed Session Per General Statutes 143-318.11(a)(3) to discuss matters related to Attorney Client Privilege-** Council Member Nixon made a motion to go into closed session per General Statutes 143-318.11(a)(3) to discuss matters relating to attorney client privilege. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

-----Closed Session-----

Council Member Nixon made a motion to return to open session. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

**Adjournment-** Council Member Capes made a motion to adjourn. Council Member Nixon made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 8:05 pm.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Georgia Nixon, Mayor Pro Tem  
Martha Stafford Wolfe  
Rebecca Mann Rayborn  
John Capes

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Approval & Sealing of the November 19th Closed Session Minutes

**AGENDA ITEM #:** II-B



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

**MEETING DATE:** December 17, 2019

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie McBride, Town Clerk

**SUMMARY:**

The Town Council went into Closed Session at the November 19th Town Council meeting per General Statutes 143-318.11(a)(3) to discuss matters related to attorney client privilege. Staff is requesting the approval and sealing of the minutes from the November 19th Closed Session.

**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Staff recommends the approval of the consent agenda.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve/amend the consent agenda.

**FOLLOW UP ACTION NEEDED:**



**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Georgia Nixon, Mayor Pro Tem  
Martha Stafford Wolfe  
Rebecca Mann Rayborn  
John Capes

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Financial Analysis as of November 30, 2019

**AGENDA ITEM #:** II-C

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** December 17, 2019

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

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**SUMMARY:**

Attached 3-page summary details the cash and debt balances of the Town as of November 30, 2019, as well as revenues and expenditures of each annual fund. Percentage of budget expended is shown for both revenues and expenditures. Capital project fund project-to-date amounts are also presented. (The revenues, expenditures, and budgets for these capital project funds are shown for the life of the projects).

The detail budget to actual report is also attached for November 2019 (revenues and expenditures for each annually-budgeted fund).

Some items to note:

The Town purchased a new trailer with camera to use on utility lines. The Town received a refund of workers comp premiums following a workers comp audit.

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**ATTACHMENTS:** 3 Page Summary & Detail Budget to Actual Report November 2019

**RECOMMENDATION/ACTION NEEDED:** None

**BUDGETARY IMPACT:** None

**SUGGESTED MOTION:** None

**FOLLOW UP ACTION NEEDED:** None

Town of Jamestown  
 Financial Summary Report  
 Cash Balances  
 as of November 30, 2019

Petty Cash	\$	1,350
Operating Cash		2,148,818
Certificates of Deposit		3,018,620
Money Market Accounts - operating		770,317
North Carolina Capital Management Trust		<u>9,790,281</u>
	\$	<u><u>15,729,386</u></u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	744,407
Cash reserved by Powell Bill for street improvements		313,881
General Capital Reserve Fund		84,441
East Fork Sidewalk Capital Project		935
Oakdale Sidewalk Phase III		120,574
Water Sewer Capital Reserve Fund		<u>1,099,700</u>
	\$	<u><u>2,363,938</u></u>

Cash by Fund:

General	\$	5,279,562
General Capital Reserve Fund		84,441
East Fork Sidewalk Capital Project		935
Oakdale Sidewalk Phase III		120,574
Water/Sewer		8,399,767
Randleman Reservoir		744,407
Water/Sewer Capital Reserve Fund		<u>1,099,700</u>
	\$	<u><u>15,729,386</u></u>

Cash by Bank:

NCCMT	\$	9,790,281
Pinnacle Bank		4,148,818
First Bank		1,526,839
Wells Fargo		3,789
BB & T		<u>258,309</u>
	\$	<u><u>15,728,036</u></u>

Town of Jamestown  
 Financial Summary Report  
 Debt Balances  
 as of November 30, 2019

Installment Purchase Debt:	Balance at 11/30/2019	Final Payment Date	Final Payment Fiscal Year
<b>GENERAL FUND:</b>			
Sanitation truck, financed in 2017	\$ 126,207	12/1/2023	2023/2024
Leaf truck, financed in 2017	129,020	12/1/2023	2023/2024
Sanitation truck, financed in 2015	17,815	3/17/2020	2019/2020
Golf Clubhouse Renovation	<u>533,345</u>	11/3/2027	2027/2028
	<u>\$ 806,387</u>		
<b>WATER &amp; SEWER FUND:</b>			
Water & Sewer Maintenance Facility Construction	<u>\$ 399,985</u>	11/3/2027	2027/2028

Town of Jamestown  
 Financial Summary Report  
 Total Revenues & Expenditures by Fund  
 as of November 30, 2019

	<u>General Fund (#10)</u>	<u>General Capital Reserve Fund (#11)</u>	<u>Water/Sewer Fund (#30)</u>	<u>Randleman Reservoir Fund (#60)</u>	<u>Water/Sewer Capital Reserve Fund (#61)</u>
Current Year Revenues (and transfers)	2,325,081	17,579	1,569,898	6,462	573
% of budget received	37%	18%	35%	5%	0%
% of budget, excluding appropriated fund balance, received	45%	18%	38%	16%	0%
Expenditures (and transfers)	1,660,833	20,094	1,066,597	61,119	-
% of budget expended	27%	21%	24%	50%	0%
	<u>Fund (#16)</u>	<u>Fund (#17)</u>	<u>Fund (#18)</u>		
	<u>East Fork Capital Project</u>	<u>Lydia Capital Project</u>	<u>Oakdale Ph III Capital Project</u>		
Life to Date Revenues & Other Financing Sources	60,000	-	193,549		
% of budget received	3%	0%	29%		
Life to Date Expenditures	59,065	-	73,003		
% of budget expended	3%	0%	11%		

10 GENERAL FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3100 AD VALOREM TAXES	46,555.83	1,463,807.21	2,004,000.00	540,192.79	73 %
3101 Interest on Ad Valorem Taxes	59.62	287.41	3,000.00	2,712.59	10 %
3102 Tax and Tag revenue	14,162.93	53,900.39	193,000.00	139,099.61	28 %
3103 Interest on Tax and Tag Revenues	163.00	408.04	1,250.00	841.96	33 %
3230 SALES AND USE TAX	63,985.17	124,170.76	650,000.00	525,829.24	19 %
3250 Solid Waste Disposal Tax	845.44	1,638.64	2,500.00	861.36	66 %
3256 ELECTRICITY SALES TAX	0.00	2,547.64	200,000.00	197,452.36	1 %
3257 TELECOMMUNICATIONS SALES TAX	0.00	-694.31	45,000.00	45,694.31	-2 %
3258 PIPED NATURAL GAS SALES TAX	0.00	492.27	16,000.00	15,507.73	3 %
3261 VIDEO PROGRAMMING TAX	0.00	-1,351.61	40,000.00	41,351.61	-3 %
3310 FEDERAL GRANTS	0.00	0.00	138,000.00	138,000.00	0 %
3312 GRANTS FROM GUILFORD COUNTY	0.00	0.00	55,500.00	55,500.00	0 %
3313 Local Grants	0.00	0.00	10,000.00	10,000.00	0 %
3316 POWELL BILL	0.00	55,446.80	108,000.00	52,553.20	51 %
3322 ALCOHOLIC BEVERAGES TAX	0.00	0.00	18,000.00	18,000.00	0 %
3325 ABC DISTRIBUTION	12,500.00	25,000.00	50,000.00	25,000.00	50 %
3341 Telecommunications Planning Fees	0.00	0.00	5,000.00	5,000.00	0 %
3343 REVIEW FEES	0.00	3,496.00	7,500.00	4,004.00	47 %
3344 CODE ENFORCEMENT FEES	0.00	0.00	100.00	100.00	0 %
3345 INSPECTION AND PERMIT FEES	0.00	50.00	200.00	150.00	25 %
3346 CELL TOWER RENTAL FEES	4,085.73	18,862.92	80,000.00	61,137.08	24 %
3348 REFUSE COLLECTION FEES	13,620.00	68,290.00	259,000.00	190,710.00	26 %
3600 GREEN FEES	19,665.00	221,714.67	515,000.00	293,285.33	43 %
3610 MECHANICAL CART RENTALS	11,420.00	114,216.00	270,000.00	155,784.00	42 %
3620 PULL CART RENTALS	14.00	87.00	300.00	213.00	29 %
3650 DRIVING RANGE	1,982.00	19,517.00	50,000.00	30,483.00	39 %
3660 GOLF SHOP CONCESSIONS SALES	4,816.43	43,059.70	90,000.00	46,940.30	48 %
3661 Golf Shop Grill Catering Revenues	0.00	0.00	2,000.00	2,000.00	0 %
3665 Golf Special Orders - Sales	0.00	2,057.42	5,000.00	2,942.58	41 %
3675 Golf Clubhouse Rental Fees	1,175.00	4,420.00	12,000.00	7,580.00	37 %
3831 INVESTMENT EARNINGS	5,595.15	36,932.42	75,000.00	38,067.58	49 %
3833 CONTRIBUTIONS AND DONATIONS	50.00	2,050.00	0.00	-2,050.00	** %
3834 CIVIC CENTER RENTAL FEES	0.00	325.00	1,000.00	675.00	33 %
3835 SALES OF FIXED ASSETS	123.00	123.00	0.00	-123.00	** %
3836 SALES - PRO SHOP GOLF INVENTORY	2,585.21	20,653.90	50,000.00	29,346.10	41 %
3837 SHELTER RENTALS	0.00	1,750.00	3,000.00	1,250.00	58 %
3838 Building lease revenue	1.00	501.00	5,120.00	4,619.00	10 %
3839 MISCELLANEOUS REVENUES	48.24	448.67	500.00	51.33	90 %
3840 Rental Golf Sets	50.00	1,265.00	1,200.00	-65.00	105 %
3841 Ball Field Rentals	0.00	1,147.95	11,000.00	9,852.05	10 %
3910 Insurance Recoveries	0.00	18,365.68	17,478.18	-887.50	105 %
3920 Issuance of installment purchase financing	0.00	0.00	145,680.00	145,680.00	0 %
3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	0.00	20,094.00	80,000.00	59,906.00	25 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	996,368.50	996,368.50	0 %
Account Group Total:	203,502.75	2,325,080.57	6,216,696.68	3,891,616.11	37 %
Fund Total:	203,502.75	2,325,080.57	6,216,696.68	3,891,616.11	37 %

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12/05/19  
13:53:49

TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 11 / 19

Page: 1 of 12  
Report ID: B100B

10 GENERAL FUND

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0						
4100 GOVERNING BODY EXPENDITURES						
1019 PROFESSIONAL SERVICES	1,895.00	8,156.65	19,843.35	28,000.00	28,000.00	0.00
2100 DEPARTMENT SUPPLIES	8.00	403.90	10.00	413.90	2,000.00	1,586.10
2200 FOOD AND PROVISIONS	0.00	446.94	429.00	875.94	1,500.00	624.06
2600 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	200.00	200.00
3100 TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150 CONFERENCE FEES AND SCHOOLS	0.00	970.00	0.00	970.00	1,500.00	530.00
3200 COMMUNICATIONS	119.50	240.00	0.00	240.00	169.50	-70.50
3700 ADVERTISING	0.00	166.50	0.00	166.50	500.00	333.50
3800 DATA PROCESSING SERVICES	0.00	251.05	448.95	700.00	700.00	0.00
3950 DUES AND SUBSCRIPTIONS	0.00	1,956.00	0.00	1,956.00	2,500.00	544.00
3955 Permit Fees	0.00	0.00	0.00	0.00	800.00	800.00
3970 ELECTIONS	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3980 MISCELLANEOUS EXPENSE	102.98	102.98	0.00	102.98	250.00	147.02
4912 Sheriff off-duty for non-profit	0.00	0.00	0.00	0.00	2,126.50	2,126.50
6900 Non-profit Grants	0.00	0.00	0.00	0.00	0.00	0.00
6910 LIBRARY GRANT	5,149.78	32,049.78	0.00	32,049.78	117,500.00	85,450.22
6920 HISTORIC JAMESTOWN GRANT	0.00	0.00	0.00	0.00	10,500.00	10,500.00
6930 YMCA GRANT	0.00	0.00	0.00	0.00	20,254.00	20,254.00
6945 JYL Grant	0.00	0.00	0.00	0.00	5,000.00	5,000.00
9700 CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
<b>Account Total:</b>	<b>7,275.26</b>	<b>44,743.80</b>	<b>20,731.30</b>	<b>65,475.10</b>	<b>200,500.00</b>	<b>135,024.90</b>
4200 ADMINISTRATION EXPENDITURES						
1000 SALARIES AND WAGES	29,141.00	106,909.00	0.00	106,909.00	256,500.00	149,591.00
1003 LONGEVITY PAY	0.00	0.00	0.00	0.00	4,000.00	4,000.00
1009 FICA EXPENSE	2,151.66	7,825.69	0.00	7,825.69	20,000.00	12,174.31
1010 RETIREMENT EXPENSE	2,580.54	9,452.26	0.00	9,452.26	23,200.00	13,747.74
1011 HEALTH INSURANCE EXPENSE	2,088.97	10,444.87	0.00	10,444.87	25,200.00	14,755.13
1012 FLEX ADMINISTRATION FEES	0.00	48.00	152.00	200.00	200.00	0.00
1013 RETIREE HEALTH INSURANCE EXPENSE	527.62	2,627.42	0.00	2,627.42	10,800.00	8,172.58
1014 WORKER'S COMPENSATION	0.00	618.30	0.00	618.30	900.00	281.70
1015 Unemployment Compensation	0.00	0.00	0.00	0.00	250.00	250.00
1016 Wellness Program Expenditures	36.00	180.00	0.00	180.00	500.00	320.00
1017 401K EXPENSE	1,260.81	4,622.97	0.00	4,622.97	11,300.00	6,677.03
1019 PROFESSIONAL SERVICES	0.00	8,325.00	0.00	8,325.00	11,100.00	2,775.00
2100 DEPARTMENT SUPPLIES	134.46	410.04	0.00	410.04	1,700.00	1,289.96
2200 FOOD AND PROVISIONS	0.00	70.27	0.00	70.27	750.00	679.73
2600 OFFICE SUPPLIES	64.00	233.91	0.00	233.91	2,500.00	2,266.09
2900 ASSETS NOT CAPITALIZED	0.00	0.00	2,925.35	2,925.35	3,500.00	574.65
3100 TRAVEL	0.00	1,197.25	0.00	1,197.25	4,000.00	2,802.75
3150 CONFERENCE FEES AND SCHOOLS	275.00	1,160.00	0.00	1,160.00	8,000.00	6,840.00
3200 COMMUNICATIONS	389.48	2,488.01	3,289.81	5,777.82	8,760.00	2,982.18
3400 PRINTING	0.00	64.50	0.00	64.50	500.00	435.50
3500 REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	300.00	300.00
3800 DATA PROCESSING SERVICES	0.00	3,134.40	11,865.60	15,000.00	15,000.00	0.00
3950 DUES AND SUBSCRIPTIONS	211.55	5,826.11	0.00	5,826.11	9,000.00	3,173.89
3960 BANK AND MERCHANT FEES	-46.36	900.96	0.00	900.96	1,000.00	99.04
3980 MISCELLANEOUS EXPENSE	0.00	357.57	0.00	357.57	500.00	142.43
4300 EQUIPMENT RENTAL	0.00	848.78	1,596.22	2,445.00	3,000.00	555.00

12

3

12/05/19  
13:53:49

TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 11 / 19

Page: 2 of 12  
Report ID: B1008

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
4400	SERVICE & MAINTENANCE CONTRACTS	60.11	5,622.17	379.24	6,001.41	11,000.00	4,998.59
4500	INSURANCE AND BONDING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
4990	OTHER CONTRACTED SERVICES	12,493.38	14,231.44	937.11	15,168.55	26,000.00	10,831.45
6820	First Bank Credit Card Encumbrance	0.00	0.00	3,000.00	3,000.00	3,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
<b>Account Total:</b>		<b>51,368.22</b>	<b>187,598.92</b>	<b>24,145.33</b>	<b>211,744.25</b>	<b>464,460.00</b>	<b>252,715.75</b>
4900 PLANNING DEPARTMENT EXPENDITURES							
1000	SALARIES AND WAGES	10,377.00	37,982.50	0.00	37,982.50	90,000.00	52,017.50
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	2,250.00	2,250.00
1009	FICA EXPENSE	738.51	2,640.79	0.00	2,640.79	7,000.00	4,359.21
1010	RETIREMENT EXPENSE	934.98	3,422.26	0.00	3,422.26	8,500.00	5,077.74
1011	HEALTH INSURANCE EXPENSE	696.33	3,481.65	0.00	3,481.65	8,400.00	4,918.35
1012	FLEX ADMINISTRATION FEES	0.00	24.00	86.00	110.00	110.00	0.00
1014	WORKER'S COMPENSATION	0.00	123.66	0.00	123.66	200.00	76.34
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	200.00	200.00
1016	Wellness Program Expenditures	12.00	60.00	0.00	60.00	144.00	84.00
1017	401K EXPENSE	466.92	1,712.04	0.00	1,712.04	4,100.00	2,387.96
2100	DEPARTMENT SUPPLIES	45.99	374.61	0.00	374.61	750.00	375.39
2200	FOOD AND PROVISIONS	204.93	204.93	0.00	204.93	750.00	545.07
2500	VEHICLE SUPPLIES	44.64	44.64	0.00	44.64	300.00	255.36
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	500.00	500.00
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2900	ASSETS NOT CAPITALIZED	0.00	1,499.50	0.50	1,500.00	1,500.00	0.00
3100	TRAVEL	643.88	735.88	0.00	735.88	2,000.00	1,264.12
3150	CONFERENCE FEES AND SCHOOLS	100.00	1,260.00	0.00	1,260.00	2,500.00	1,240.00
3200	COMMUNICATIONS	166.41	845.61	930.38	1,775.99	2,600.00	824.01
3400	PRINTING	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3500	REPAIRS AND MAINTENANCE	0.00	145.00	0.00	145.00	250.00	105.00
3700	ADVERTISING	144.50	523.50	0.00	523.50	3,000.00	2,476.50
3800	DATA PROCESSING SERVICES	0.00	1,117.14	2,382.86	3,500.00	3,500.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	200.00	200.00	200.00	0.00
3950	DUES AND SUBSCRIPTIONS	0.00	918.00	0.00	918.00	2,000.00	1,082.00
3980	MISCELLANEOUS EXPENSE	13.00	19.50	0.00	19.50	356.00	336.50
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	400.00	400.00
4500	INSURANCE AND BONDING	0.00	239.48	0.00	239.48	300.00	60.52
4990	OTHER CONTRACTED SERVICES	0.00	350.00	0.00	350.00	77,000.00	76,650.00
4991	Telecommunications Contracted	0.00	0.00	0.00	0.00	5,000.00	5,000.00
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	500.00	500.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
<b>Account Total:</b>		<b>14,589.09</b>	<b>57,724.69</b>	<b>4,599.74</b>	<b>62,324.43</b>	<b>228,810.00</b>	<b>166,485.57</b>
5000 BUILDING & GROUNDS EXPENDITURES							
2100	DEPARTMENT SUPPLIES	246.60	2,370.50	1,201.95	3,572.45	7,000.00	3,427.55
2140	SEED and SOD	0.00	420.00	0.00	420.00	500.00	80.00
2141	CHEMICALS	0.00	0.00	0.00	0.00	500.00	500.00
2142	FERTILIZER AND LIME	0.00	273.25	0.00	273.25	500.00	226.75
2144	MULCH & PINE NEEDLES	0.00	1,593.60	66.40	1,660.00	2,500.00	840.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	84.43	0.00	84.43	3,500.00	3,415.57
2900	ASSETS NOT CAPITALIZED	465.22	465.22	3,500.00	3,965.22	13,500.00	9,534.78

① Property tax collection fees

13

4

12/05/19  
13:53:49

TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 11 / 19

Page: 3 of 12  
Report ID: B1008

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3200	COMMUNICATIONS	112.06	674.33	1,247.73	1,922.06	2,000.00	77.94
3300	UTILITIES	478.93	7,243.74	3,905.07	11,148.81	28,000.00	16,851.19
3350	Water Utilities	75.60	138.00	0.00	138.00	400.00	262.00
3500	REPAIRS AND MAINTENANCE	0.00	510.85	1,957.00	2,467.85	17,500.00	15,032.15
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4300	EQUIPMENT RENTAL	0.00	96.01	0.00	96.01	165.00	68.99
4400	SERVICE & MAINTENANCE CONTRACTS	2,175.00	16,639.07	12,650.00	29,289.07	32,000.00	2,710.93
4500	INSURANCE AND BONDING	0.00	19,956.96	0.00	19,956.96	25,000.00	5,043.04
4990	OTHER CONTRACTED SERVICES	0.00	1,393.75	0.00	1,393.75	15,000.00	13,606.25
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	0.00	0.00	43,000.00	43,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	9,791.00	0.00	9,791.00	40,000.00	30,209.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	335.00	335.00
	<b>Account Total:</b>	<b>3,553.41</b>	<b>61,650.71</b>	<b>24,528.15</b>	<b>86,178.86</b>	<b>232,400.00</b>	<b>146,221.14</b>
5100	PUBLIC SAFETY EXPENDITURES						
4910	SHERIFF CONTRACT	0.00	82,427.50	0.00	82,427.50	369,500.00	287,072.50
4911	Sheriff Off Duty - Town events	0.00	2,447.52	0.00	2,447.52	2,500.00	52.48
4920	ANIMAL CONTROL CONTRACT	0.00	2,809.00	0.00	2,809.00	11,250.00	8,441.00
	<b>Account Total:</b>	<b>0.00</b>	<b>87,684.02</b>	<b>0.00</b>	<b>87,684.02</b>	<b>383,250.00</b>	<b>295,565.98</b>
5300	FIRE EXPENSES						
3956	Fire Inspection Fees	3,823.50	3,823.50	0.00	3,823.50	6,000.00	2,176.50
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4900	PINECROFT SEDGEFIELD FIRE CONTRACT	0.00	282,596.92	0.00	282,596.92	565,194.00	282,597.08
5500	CAPITAL OUTLAY EQUIPMENT	0.00	4,826.91	173.09	5,000.00	12,000.00	7,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	<b>Account Total:</b>	<b>3,823.50</b>	<b>291,247.33</b>	<b>173.09</b>	<b>291,420.42</b>	<b>584,394.00</b>	<b>292,973.58</b>
5600	STREET MAINTENANCE EXPENDITURES						
2100	DEPARTMENT SUPPLIES	56.56	230.21	0.00	230.21	6,000.00	5,769.79
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	6,000.00	6,000.00
2500	VEHICLE SUPPLIES	0.00	610.49	0.00	610.49	5,000.00	4,389.51
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2900	ASSETS NOT CAPITALIZED	0.00	13,113.73	0.00	13,113.73	26,000.00	12,886.27
3300	UTILITIES	6,635.20	32,833.81	0.00	32,833.81	115,000.00	82,166.19
3500	REPAIRS AND MAINTENANCE	0.00	4,809.46	0.00	4,809.46	10,000.00	5,190.54
3700	ADVERTISING	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3955	Permit Fees	0.00	860.00	0.00	860.00	1,055.00	195.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	100.00	100.00
4500	INSURANCE AND BONDING	0.00	957.93	0.00	957.93	1,200.00	242.07
4980	STORMWATER FEES	0.00	5,605.00	0.00	5,605.00	5,605.00	0.00
4990	OTHER CONTRACTED SERVICES	0.00	9,451.00	31,574.00	41,025.00	44,174.00	3,149.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	145,680.00	145,680.00	147,000.00	1,320.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	6,311.00	0.00	6,311.00	6,350.00	39.00
5700	CAPITAL OUTLAY - LAND AND	1,920.00	1,920.00	8,080.00	10,000.00	250,900.00	240,900.00
	<b>Account Total:</b>	<b>8,611.76</b>	<b>76,702.63</b>	<b>185,334.00</b>	<b>262,036.63</b>	<b>631,384.00</b>	<b>369,347.37</b>

*sidewalk plans*



12/05/19  
13:53:49

TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 11 / 19

Page: 4 of 12  
Report ID: B100B

10 GENERAL FUND

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5700 POWELL BILL						
2100 DEPARTMENT SUPPLIES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
5700 CAPITAL OUTLAY - LAND AND	0.00	0.00	87,847.94	87,847.94	194,000.00	106,152.06
<b>Account Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>87,847.94</b>	<b>87,847.94</b>	<b>197,000.00</b>	<b>109,152.06</b>
5800 SANITATION EXPENDITURES						
1000 SALARIES AND WAGES	10,968.00	38,785.62	0.00	38,785.62	98,000.00	59,214.38
1003 LONGEVITY PAY	0.00	0.00	0.00	0.00	1,100.00	1,100.00
1009 FICA EXPENSE	813.31	2,870.16	0.00	2,870.16	7,500.00	4,629.84
1010 RETIREMENT EXPENSE	990.46	3,505.83	0.00	3,505.83	9,300.00	5,794.17
1011 HEALTH INSURANCE EXPENSE	2,088.99	10,444.95	0.00	10,444.95	25,200.00	14,755.05
1012 FLEX ADMINISTRATION FEES	0.00	24.00	376.00	400.00	400.00	0.00
1013 RETIREE HEALTH INSURANCE EXPENSE	691.78	3,458.90	0.00	3,458.90	10,800.00	7,341.10
1014 WORKER'S COMPENSATION <i>refund</i> (2)	-1,978.00	6,678.25	0.00	6,678.25	12,000.00	5,321.75
1015 Unemployment Compensation	0.00	0.00	0.00	0.00	250.00	250.00
1016 Wellness Program Expenditures	36.00	180.00	0.00	180.00	432.00	252.00
1017 401K EXPENSE	493.59	1,805.30	0.00	1,805.30	4,300.00	2,494.70
2100 DEPARTMENT SUPPLIES	29.99	876.95	22.00	898.95	13,200.00	12,301.05
2200 FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	100.00	100.00
2500 VEHICLE SUPPLIES	1,409.53	2,405.09	0.00	2,405.09	8,500.00	6,094.91
2520 FUELS - GAS & OIL	1,143.65	6,285.80	13,639.54	19,925.34	20,000.00	74.66
3200 COMMUNICATIONS	25.00	239.03	345.97	585.00	1,000.00	415.00
3400 PRINTING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3500 REPAIRS AND MAINTENANCE	0.00	366.00	0.00	366.00	5,000.00	4,634.00
3700 ADVERTISING	0.00	0.00	0.00	0.00	150.00	150.00
3900 DRUG TESTING & BACKGROUND CHECKS	0.00	108.00	392.00	500.00	500.00	0.00
3940 LANDFILL FEES/DUMPSTER P/U	4,631.88	17,813.50	42,186.50	60,000.00	60,000.00	0.00
3945 Recycle Fees	8,100.00	40,500.00	56,700.00	97,200.00	97,200.00	0.00
3980 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	68.00	68.00
4500 INSURANCE AND BONDING	0.00	1,436.90	0.00	1,436.90	1,800.00	363.10
9700 CONTINGENCY	0.00	0.00	0.00	0.00	2,000.00	2,000.00
<b>Account Total:</b>	<b>29,444.18</b>	<b>137,784.28</b>	<b>113,662.01</b>	<b>251,446.29</b>	<b>379,800.00</b>	<b>128,353.71</b>
6200 RECREATION EXPENDITURES						
1000 SALARIES AND WAGES	11,036.20	40,384.64	0.00	40,384.64	100,000.00	59,615.36
1003 LONGEVITY PAY	0.00	0.00	0.00	0.00	2,100.00	2,100.00
1009 FICA EXPENSE	837.02	3,063.48	0.00	3,063.48	8,000.00	4,936.52
1010 RETIREMENT EXPENSE	887.58	3,250.29	0.00	3,250.29	8,400.00	5,149.71
1011 HEALTH INSURANCE EXPENSE	1,392.66	6,956.69	0.00	6,956.69	16,800.00	9,843.31
1012 FLEX ADMINISTRATION FEES	0.00	24.00	176.00	200.00	200.00	0.00
1014 WORKER'S COMPENSATION	0.00	2,782.37	0.00	2,782.37	4,500.00	1,717.63
1015 Unemployment Compensation	0.00	0.00	0.00	0.00	400.00	400.00
1016 Wellness Program Expenditures	24.00	119.89	0.00	119.89	288.00	168.11
1017 401K EXPENSE	442.20	1,613.40	0.00	1,613.40	4,000.00	2,386.60
2100 DEPARTMENT SUPPLIES	211.96	4,479.69	9.00	4,488.69	8,000.00	3,511.31
2140 SEED and SOD	0.00	280.00	0.00	280.00	1,500.00	1,220.00
2141 CHEMICALS	0.00	92.00	0.00	92.00	4,000.00	3,908.00
2142 FERTILIZER AND LIME	0.00	791.50	0.00	791.50	4,000.00	3,208.50
2143 IRRIGATION SUPPLIES	0.00	0.00	0.00	0.00	800.00	800.00
2144 MULCH & PINE NEEDLES	0.00	1,518.90	348.60	1,867.50	7,000.00	5,132.50
2145 TOPSOIL (Sand)	0.00	0.00	0.00	0.00	1,500.00	1,500.00

(2) Refund of premiums paid, per audit

6

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	50.00	50.00
2400	CONSTRUCTION & REPAIR SUPPLIES	77.89	1,116.89	0.00	1,116.89	6,100.00	4,983.11
2500	VEHICLE SUPPLIES	116.97	236.96	0.00	236.96	500.00	263.04
2520	FUELS - GAS & OIL	255.87	805.80	0.00	805.80	5,000.00	4,194.20
2550	EQUIPMENT SUPPLIES	0.00	598.56	0.00	598.56	4,000.00	3,401.44
2600	OFFICE SUPPLIES	0.00	50.17	0.00	50.17	300.00	249.83
2900	ASSETS NOT CAPITALIZED	168.98	3,497.49	0.00	3,497.49	6,000.00	2,502.51
3100	TRAVEL	0.00	0.00	0.00	0.00	500.00	500.00
3150	CONFERENCE FEES AND SCHOOLS	115.00	115.00	0.00	115.00	1,000.00	885.00
3200	COMMUNICATIONS	67.59	474.08	838.43	1,312.51	2,000.00	687.49
3300	UTILITIES	730.69	3,348.13	0.00	3,348.13	14,500.00	11,151.87
3350	Water Utilities	0.00	88.63	0.00	88.63	650.00	561.37
3400	PRINTING	0.00	0.00	0.00	0.00	250.00	250.00
3500	REPAIRS AND MAINTENANCE	0.00	75.00	975.00	1,050.00	2,500.00	1,450.00
3710	Sponsorship expenditures	0.00	0.00	0.00	0.00	100.00	100.00
3800	DATA PROCESSING SERVICES	0.00	0.00	200.00	200.00	200.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	500.00	500.00	500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	8.74	0.00	8.74	300.00	291.26
3950	DUES AND SUBSCRIPTIONS	0.00	175.00	0.00	175.00	500.00	325.00
3980	MISCELLANEOUS EXPENSE	0.00	79.00	0.00	79.00	212.00	133.00
3981	Special Events	0.00	6,858.53	750.00	7,608.53	13,000.00	5,391.47
4300	EQUIPMENT RENTAL	175.00	1,938.60	2,067.94	4,006.54	4,055.00	48.46
4400	SERVICE & MAINTENANCE CONTRACTS	185.00	1,191.68	1,295.00	2,486.68	2,700.00	213.32
4500	INSURANCE AND BONDING	0.00	1,596.56	0.00	1,596.56	2,000.00	403.44
4990	OTHER CONTRACTED SERVICES	2,638.64	15,070.35	24,039.98	39,110.33	48,986.18	9,875.85
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	0.00	0.00	9,800.00	9,800.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	7,450.00	0.00	7,450.00	7,450.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	945.00	945.00
<b>Account Total:</b>		<b>19,363.25</b>	<b>110,132.02</b>	<b>31,199.95</b>	<b>141,331.97</b>	<b>305,586.18</b>	<b>164,254.21</b>
6300	GOLF COURSE MAINTENANCE						
1000	SALARIES AND WAGES	35,430.90	135,226.32	0.00	135,226.32	318,000.00	182,773.68
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	6,400.00	6,400.00
1005	FICA EXPENSE	2,629.41	9,993.44	0.00	9,993.44	24,500.00	14,506.56
1010	RETIREMENT EXPENSE	3,051.52	11,196.69	0.00	11,196.69	27,500.00	16,303.31
1011	HEALTH INSURANCE EXPENSE	4,177.96	20,896.43	0.00	20,896.43	50,400.00	29,503.57
1012	FLEX ADMINISTRATION FEES	0.00	24.00	276.00	300.00	300.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	129.38	646.90	0.00	646.90	10,800.00	10,153.10
1014	WORKER'S COMPENSATION	-1,900.00	3,664.73	0.00	3,664.73	8,000.00	4,335.27
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1016	Wellness Program Expenditures	72.00	360.11	0.00	360.11	864.00	503.89
1017	401K EXPENSE	1,523.04	5,585.46	0.00	5,585.46	13,400.00	7,814.54
2100	DEPARTMENT SUPPLIES	1,499.32	3,107.90	876.56	3,984.46	8,500.00	4,515.54
2140	SEED and SOD	0.00	961.32	0.00	961.32	3,500.00	2,538.68
2141	CHEMICALS	4,001.15	15,636.18	5,650.00	21,286.18	35,000.00	13,713.82
2142	FERTILIZER AND LIME	78.00	7,828.06	0.00	7,828.06	29,500.00	21,671.94
2143	IRRIGATION SUPPLIES	0.00	1,971.45	100.00	2,071.45	7,000.00	4,928.55
2145	TOPSOIL (Sand)	0.00	3,322.49	0.00	3,322.49	15,000.00	11,677.51
2155	TEE AND GREEN SUPPLIES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	200.00	200.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	21.15	0.00	21.15	5,000.00	4,978.85

3

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(S) PART F strategic plan

12/05/19  
13:53:49

TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 11 / 19

Page: 6 of 12  
Report ID: B100B

7

10 GENERAL FUND

Account	Object	Expended	Expended	Encumbered	Committed	Current	Available
		Current Month	YTD	YTD	YTD	Appropriation	Appropriation
2500	VEHICLE SUPPLIES	19.99	19.99	0.00	19.99	1,500.00	1,480.01
2520	FUELS - GAS & OIL	908.30	8,584.08	13,490.58	22,074.66	22,000.00	-74.66
2550	EQUIPMENT SUPPLIES	1,454.73	6,489.41	2,150.00	8,639.41	15,500.00	6,860.59
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	300.00	300.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	4,000.00	4,000.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	815.00	1,090.00	0.00	1,090.00	1,500.00	410.00
3200	COMMUNICATIONS	171.19	1,505.34	2,886.82	4,392.16	5,700.00	1,307.84
3300	UTILITIES	1,628.57	7,083.40	1,693.58	8,776.98	19,000.00	10,223.02
3350	Water Utilities	0.00	88.63	0.00	88.63	650.00	561.37
3500	REPAIRS AND MAINTENANCE	0.00	30.00	0.00	30.00	6,500.00	6,470.00
3700	ADVERTISING	0.00	0.00	0.00	0.00	500.00	500.00
3800	DATA PROCESSING SERVICES	0.00	283.82	916.18	1,200.00	1,200.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	406.00	794.00	1,200.00	1,200.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	130.14	777.55	822.45	1,600.00	5,000.00	3,400.00
3950	DUES AND SUBSCRIPTIONS	720.00	805.39	0.00	805.39	2,200.00	1,394.61
3980	MISCELLANEOUS EXPENSE	0.00	82.53	0.00	82.53	500.00	417.47
4300	EQUIPMENT RENTAL	4,656.20	23,534.81	37,232.68	60,767.49	60,000.00	-767.49
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	4,000.00	4,000.00
4500	INSURANCE AND BONDING	0.00	9,940.34	0.00	9,940.34	12,000.00	2,059.66
4950	LAB TESTING	0.00	0.00	0.00	0.00	400.00	400.00
4990	OTHER CONTRACTED SERVICES	0.00	218.70	950.00	1,168.70	5,000.00	3,831.30
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	0.00	0.00	50,000.00	50,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	2,200.00	2,200.00	533,500.00	531,300.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	3,136.00	3,136.00
	<b>Account Total:</b>	<b>61,196.80</b>	<b>281,382.62</b>	<b>70,038.85</b>	<b>351,421.47</b>	<b>1,323,650.00</b>	<b>972,228.53</b>
6301	GOLF SHOP EXPENDITURES						
1000	SALARIES AND WAGES	22,453.23	91,221.01	0.00	91,221.01	206,000.00	114,778.99
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	1,900.00	1,900.00
1009	FICA EXPENSE	1,725.22	7,015.90	0.00	7,015.90	16,000.00	8,984.10
1010	RETIREMENT EXPENSE	1,297.20	4,822.06	0.00	4,822.06	12,000.00	7,177.94
1011	HEALTH INSURANCE EXPENSE	2,088.99	10,444.95	0.00	10,444.95	25,200.00	14,755.05
1012	FLEX ADMINISTRATION FEES	0.00	0.00	55.00	55.00	55.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	606.12	0.00	606.12	10,800.00	10,193.88
1014	WORKER'S COMPENSATION	0.00	1,236.69	0.00	1,236.69	2,000.00	763.31
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1016	Wellness Program Expenditures	36.00	180.00	0.00	180.00	432.00	252.00
1017	401K EXPENSE	647.88	2,375.56	0.00	2,375.56	5,700.00	3,324.44
2100	DEPARTMENT SUPPLIES	418.61	2,761.69	1,494.32	4,256.01	9,500.00	5,243.99
2101	Grill Supplies	144.48	1,318.79	4,147.28	5,466.07	7,500.00	2,033.93
2156	RANGE SUPPLIES	0.00	2,625.00	0.00	2,625.00	5,000.00	2,375.00
2160	TOURNAMENT SUPPLIES and PRIZES	0.00	0.00	0.00	0.00	100.00	100.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	350.00	350.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	78.35	0.00	78.35	1,000.00	921.65
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	500.00	500.00
2600	OFFICE SUPPLIES	0.00	159.48	0.00	159.48	1,000.00	840.52
2700	GOLF INVENTORY FOR RESALE	1,774.22	19,203.42	3,076.41	22,279.83	38,000.00	15,720.17
2705	Golf Special Orders - Purchases	0.00	1,644.08	0.00	1,644.08	6,000.00	4,355.92
2710	CONCESSION INVENTORY RESALE	2,393.24	15,127.98	14,901.18	30,029.16	49,000.00	18,970.84

17

8

10 GENERAL FUND

Account Object	Expended	Expended	Encumbered	Committed	Current	Available
	Current Month	YTD	YTD	YTD	Appropriation	Appropriation
2715 Food purchased not in inventory	610.58	5,003.38	7,896.87	12,900.25	22,000.00	9,099.75
2900 ASSETS NOT CAPITALIZED	0.00	987.58	0.00	987.58	2,500.00	1,512.42
3100 TRAVEL	0.00	0.00	0.00	0.00	500.00	500.00
3150 CONFERENCE FEES AND SCHOOLS	0.00	275.00	0.00	275.00	1,000.00	725.00
3200 COMMUNICATIONS	712.63	3,839.90	5,572.21	9,412.11	11,000.00	1,587.89
3300 UTILITIES	1,143.42	5,523.15	2,007.78	7,530.93	13,500.00	5,969.07
3350 Water Utilities	0.00	88.64	0.00	88.64	500.00	411.36
3400 PRINTING	0.00	49.00	0.00	49.00	500.00	451.00
3500 REPAIRS AND MAINTENANCE	0.00	689.58	0.00	689.58	4,000.00	3,310.42
3700 ADVERTISING	60.40	397.00	423.00	820.00	15,000.00	14,180.00
3800 DATA PROCESSING SERVICES	0.00	2,266.17	5,233.83	7,500.00	7,500.00	0.00
3900 DRUG TESTING & BACKGROUND CHECKS	0.00	390.00	1,610.00	2,000.00	2,000.00	0.00
3940 LANDFILL FEES/DUMPSTER P/U	121.13	723.53	776.47	1,500.00	3,600.00	2,100.00
3950 DUES AND SUBSCRIPTIONS	0.00	429.00	0.00	429.00	800.00	371.00
3955 Permit Fees	0.00	120.00	0.00	120.00	200.00	80.00
3960 BANK AND MERCHANT FEES	1,243.26	7,985.03	8,514.97	16,500.00	22,000.00	5,500.00
3980 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	250.00	250.00
4300 EQUIPMENT RENTAL	0.00	734.05	1,527.67	2,261.72	2,500.00	238.28
4310 GOLF CART RENTALS	0.00	26,636.40	37,290.96	63,927.36	65,800.00	1,872.64
4311 SALES AND USE TAX PAID	1,361.26	8,190.80	0.00	8,190.80	20,000.00	11,809.20
4400 SERVICE & MAINTENANCE CONTRACTS	400.00	6,430.72	6,293.76	12,724.48	16,000.00	3,275.52
4500 INSURANCE AND BONDING	0.00	9,930.84	0.00	9,930.84	12,000.00	2,069.16
4990 OTHER CONTRACTED SERVICES	0.00	200.50	1,500.00	1,700.50	3,000.00	1,299.50
5700 CAPITAL OUTLAY - LAND AND	0.00	0.00	0.00	0.00	24,000.00	24,000.00
9700 CONTINGENCY	0.00	0.00	0.00	0.00	2,068.00	2,068.00
<b>Account Total:</b>	<b>38,831.75</b>	<b>241,711.35</b>	<b>102,321.71</b>	<b>344,033.06</b>	<b>651,255.00</b>	<b>307,221.94</b>
<b>8000 Debt Service</b>						
7100 DEBT PRINCIPAL PAYMENTS	16,665.84	56,355.00	0.00	56,355.00	177,000.00	120,645.00
7200 DEBT INTEREST PAYMENTS	3,327.33	8,584.79	0.00	8,584.79	24,200.00	15,615.21
<b>Account Total:</b>	<b>19,993.17</b>	<b>64,939.79</b>	<b>0.00</b>	<b>64,939.79</b>	<b>201,200.00</b>	<b>136,260.21</b>
<b>9600 OTHER FINANCING USES</b>						
9600 TRANSFERS TO OTHER FUNDS	2,678.74	17,530.81	0.00	17,530.81	433,007.50	415,476.69
<b>Account Total:</b>	<b>2,678.74</b>	<b>17,530.81</b>	<b>0.00</b>	<b>17,530.81</b>	<b>433,007.50</b>	<b>415,476.69</b>
<b>Account Group Total:</b>	<b>260,729.13</b>	<b>1,660,832.97</b>	<b>664,582.07</b>	<b>2,325,415.04</b>	<b>6,216,696.68</b>	<b>3,891,281.64</b>
<b>Fund Total:</b>	<b>260,729.13</b>	<b>1,660,832.97</b>	<b>664,582.07</b>	<b>2,325,415.04</b>	<b>6,216,696.68</b>	<b>3,891,281.64</b>

24 of tax collections to Gen. Capital Reserve fund

9

12/05/19  
13:55:26

TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 11 / 19

Page: 2 of 5  
Report ID: 8110

11 General Capital Reserve Fund

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3631 INVESTMENT EARNINGS	9.80	48.07	150.00	101.93	32 %
3981 TRANSFER FROM GENERAL FUND	2,678.74	17,530.81	97,000.00	79,469.19	18 %
<b>Account Group Total:</b>	<b>2,688.54</b>	<b>17,578.88</b>	<b>97,150.00</b>	<b>79,571.12</b>	<b>18 %</b>
<b>Fund Total:</b>	<b>2,688.54</b>	<b>17,578.88</b>	<b>97,150.00</b>	<b>79,571.12</b>	<b>18 %</b>

10

12/05/19  
13:53:49

TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 11 / 19

Page: 8 of 12  
Report ID: B100B

11 General Capital Reserve Fund

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	0.00	20,094.00	0.00	20,094.00	80,000.00	59,906.00
9801	Res for Future Exp--Jamestown Park	0.00	0.00	0.00	0.00	17,150.00	17,150.00
	<b>Account Total:</b>	<b>0.00</b>	<b>20,094.00</b>	<b>0.00</b>	<b>20,094.00</b>	<b>97,150.00</b>	<b>77,056.00</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>20,094.00</b>	<b>0.00</b>	<b>20,094.00</b>	<b>97,150.00</b>	<b>77,056.00</b>
	<b>Fund Total:</b>	<b>0.00</b>	<b>20,094.00</b>	<b>0.00</b>	<b>20,094.00</b>	<b>97,150.00</b>	<b>77,056.00</b>

11

30 WATER AND SEWER

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3345 INSPECTION AND PERMIT FEES	103.71	482.33	3,000.00	2,517.67	16 %
3710 UTILITY CHARGE - WATER	66,516.80	417,176.74	905,000.00	487,823.26	46 %
3720 UTILITY CHARGE - SEWER	111,401.00	1,011,507.78	2,900,000.00	1,888,492.22	35 %
3741 Meter Fee	0.00	300.00	500.00	200.00	60 %
3742 System Development Fees to be transferred	0.00	3,000.00	0.00	-3,000.00	** %
3743 System Administration/Installation Fee	0.00	100.00	100.00	0.00	100 %
3745 Connection Fees - Water and Sewer	550.00	4,000.00	10,000.00	6,000.00	40 %
3750 NONPAYMENT / RECONNECTION FEES	150.00	6,600.00	10,000.00	3,400.00	66 %
3755 Return Check Fees	75.00	125.00	500.00	375.00	25 %
3760 LATE FEES	2,320.00	10,220.00	22,000.00	11,780.00	46 %
3765 CREDIT CARD ADMINISTRATION FEES	46.63	365.13	700.00	334.87	52 %
3831 INVESTMENT EARNINGS	8,750.87	54,861.13	125,000.00	70,138.87	44 %
3839 MISCELLANEOUS REVENUES	0.00	40.80	500.00	459.20	8 %
3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	61,118.66	61,118.66	123,000.00	61,881.34	50 %
3992 NET POSITION APPROPRIATED	0.00	0.00	408,305.00	408,305.00	0 %
<b>Account Group Total:</b>	<b>251,032.67</b>	<b>1,569,897.57</b>	<b>4,508,605.00</b>	<b>2,938,707.43</b>	<b>35 %</b>
<b>Fund Total:</b>	<b>251,032.67</b>	<b>1,569,897.57</b>	<b>4,508,605.00</b>	<b>2,938,707.43</b>	<b>35 %</b>

Transfer of funds in order to make  
debt payment to PTRWA

12

12/05/19  
13:53:49

TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 11 / 19

Page: 9 of 12  
Report ID: B100B

30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7100	WATER AND SEWER						
1000	SALARIES AND WAGES	66,922.44	242,519.36	0.00	242,519.36	580,000.00	337,480.64
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	13,500.00	13,500.00
1009	FICA EXPENSE	5,111.72	18,516.58	0.00	18,516.58	46,000.00	27,483.42
1010	RETIREMENT EXPENSE	5,875.66	21,260.49	0.00	21,260.49	53,000.00	31,739.51
1011	HEALTH INSURANCE EXPENSE	6,963.30	34,816.50	0.00	34,816.50	84,000.00	49,183.50
1012	FLEX ADMINISTRATION FEES	0.00	72.00	728.00	800.00	800.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	509.90	0.00	509.90	16,200.00	15,690.10
1014	WORKER'S COMPENSATION <i>refund</i>	-2,600.00	9,789.00	0.00	9,789.00	15,000.00	5,211.00
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	1,000.00	1,000.00
1016	Wellness Program Expenditures	120.00	600.00	0.00	600.00	1,440.00	840.00
1017	401K EXPENSE	2,927.21	10,514.13	0.00	10,514.13	26,000.00	15,485.87
1019	PROFESSIONAL SERVICES	0.00	8,325.00	0.00	8,325.00	11,100.00	2,775.00
2100	DEPARTMENT SUPPLIES	3,776.82	14,851.81	1,062.69	15,914.50	30,000.00	14,085.50
2105	WATER METERS	0.00	0.00	0.00	0.00	30,000.00	30,000.00
2200	FOOD AND PROVISIONS	22.02	92.96	0.00	92.96	1,000.00	907.04
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	1.67	0.00	1.67	15,000.00	14,998.33
2500	VEHICLE SUPPLIES	544.37	2,265.62	0.00	2,265.62	7,500.00	5,234.38
2520	FUELS - GAS & OIL	557.15	6,095.10	15,099.10	21,194.20	22,000.00	805.80
2550	EQUIPMENT SUPPLIES	390.45	1,705.30	0.00	1,705.30	5,000.00	3,294.70
2600	OFFICE SUPPLIES	49.00	136.23	0.00	136.23	2,000.00	1,863.77
2750	PURCHASE OF WATER	20,125.63	84,998.23	250,215.19	335,213.42	350,000.00	14,786.58
2755	Water Transmission Fees	1,647.00	6,588.00	0.00	6,588.00	26,000.00	19,412.00
2900	ASSETS NOT CAPITALIZED	0.00	10,497.50	2,064.00	12,561.50	15,000.00	2,438.50
3100	TRAVEL	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3150	CONFERENCE FEES AND SCHOOLS	1,560.00	2,750.00	0.00	2,750.00	5,000.00	2,250.00
3200	COMMUNICATIONS	1,892.59	10,457.09	19,442.90	29,899.99	32,300.00	2,400.01
3300	UTILITIES	430.16	3,523.59	1,553.97	5,077.56	15,000.00	9,922.44
3350	Water Utilities	17.28	25.60	0.00	25.60	500.00	474.40
3400	PRINTING	389.29	1,535.13	3,329.37	4,864.50	7,000.00	2,135.50
3500	REPAIRS AND MAINTENANCE	0.00	2,657.27	0.00	2,657.27	30,000.00	27,342.73
3700	ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	0.00	5,283.59	12,716.41	18,000.00	18,000.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	123.00	1,877.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	1,136.20	0.00	1,136.20	1,000.00	-136.20
3950	DUES AND SUBSCRIPTIONS	501.55	842.51	0.00	842.51	2,500.00	1,657.49
3955	Permit Fees	0.00	2,907.50	0.00	2,907.50	4,000.00	1,092.50
3960	BANK AND MERCHANT FEES	939.47	5,656.61	4,873.15	10,529.76	11,000.00	470.24
3980	MISCELLANEOUS EXPENSE	25.71	666.39	0.00	666.39	1,500.00	833.61
4300	EQUIPMENT RENTAL	0.00	848.80	1,596.20	2,445.00	3,500.00	1,055.00
4400	SERVICE & MAINTENANCE CONTRACTS	2,010.10	25,886.01	14,704.26	40,590.27	50,000.00	9,409.73
4500	INSURANCE AND BONDING	0.00	38,213.02	0.00	38,213.02	45,000.00	6,786.98
4950	LAB TESTING	140.00	1,059.00	7,941.00	9,000.00	9,000.00	0.00
4960	SEWER TREATMENT	55,422.29	217,934.81	0.00	217,934.81	900,000.00	682,065.19
4990	OTHER CONTRACTED SERVICES	120.66	4,249.42	6,969.49	11,218.91	150,000.00	138,781.09
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	10,000.00	10,000.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	37,590.26	0.00	37,590.26	78,000.00	40,409.74
5500	CAPITAL OUTLAY EQUIPMENT	86,384.60	93,732.85	175,917.00	269,649.85	350,000.00	80,350.15
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	0.00	0.00	5,000.00	5,000.00	500,000.00	495,000.00
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	0.00	0.00	0.00	0.00	241,200.00	241,200.00

*utility trailer with camera*



13

12/05/19  
13:53:49

TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 11 / 19

Page: 10 of 12  
Report ID: B100B

30 WATER AND SEWER

Account	Object	Expended	Expended	Encumbered	Committed	Current	Available
		Current Month	YTD	YTD	YTD	Appropriation	Appropriation
6800	OPERATING PAYMENTS TO REGIONAL	0.00	44,175.60	0.00	44,175.60	45,000.00	824.40
6801	DEBT PAYMENTS TO PIEDMONT TRIAD	0.00	61,118.66	0.00	61,118.66	123,000.00	61,881.34
6810	Payments for Odor Control Project	0.00	0.00	0.00	0.00	22,000.00	22,000.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
7100	DEBT PRINCIPAL PAYMENTS	12,500.83	25,001.66	0.00	25,001.66	50,005.00	25,003.34
7200	DEBT INTEREST PAYMENTS	2,495.80	5,067.22	0.00	5,067.22	10,000.00	4,932.78
9600	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	427,000.00	427,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	8,560.00	8,560.00
<b>Account Total:</b>		<b>277,263.10</b>	<b>1,066,597.17</b>	<b>526,089.73</b>	<b>1,592,686.90</b>	<b>4,508,605.00</b>	<b>2,915,918.10</b>
<b>Account Group Total:</b>		<b>277,263.10</b>	<b>1,066,597.17</b>	<b>526,089.73</b>	<b>1,592,686.90</b>	<b>4,508,605.00</b>	<b>2,915,918.10</b>
<b>Fund Total:</b>		<b>277,263.10</b>	<b>1,066,597.17</b>	<b>526,089.73</b>	<b>1,592,686.90</b>	<b>4,508,605.00</b>	<b>2,915,918.10</b>

12/05/19  
13:55:26

TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 11 / 19

Page: 4 of 5  
Report ID: B110

14

60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	1,117.83	6,462.17	14,000.00	7,537.83	46 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	27,000.00	27,000.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	82,000.00	82,000.00	0 %
<b>Account Group Total:</b>	<b>1,117.83</b>	<b>6,462.17</b>	<b>123,000.00</b>	<b>116,537.83</b>	<b>5 %</b>
<b>Fund Total:</b>	<b>1,117.83</b>	<b>6,462.17</b>	<b>123,000.00</b>	<b>116,537.83</b>	<b>5 %</b>

24

15

12/05/19  
13:53:49

TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 11 / 19

Page: 11 of 12  
Report ID: B1008

60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0						
7130 RANDLEMAN RESERVOIR						
9600 TRANSFERS TO OTHER FUNDS	61,118.66	61,118.66	0.00	61,118.66	123,000.00	61,881.34
Account Total:	61,118.66	61,118.66	0.00	61,118.66	123,000.00	61,881.34
Account Group Total:	61,118.66	61,118.66	0.00	61,118.66	123,000.00	61,881.34
Fund Total:	61,118.66	61,118.66	0.00	61,118.66	123,000.00	61,881.34

to w/s Fund to make debt payment  
to PTRWA

16

12/05/19  
13:55:26

TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 11 / 19

Page: 5 of 5  
Report ID: B110

61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3831 INVESTMENT EARNINGS	131.85	573.33	1,500.00	926.67	38 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	400,000.00	400,000.00	0 %
<b>Account Group Total:</b>	<b>131.85</b>	<b>573.33</b>	<b>401,500.00</b>	<b>400,926.67</b>	<b>0 %</b>
<b>Fund Total:</b>	<b>131.85</b>	<b>573.33</b>	<b>401,500.00</b>	<b>400,926.67</b>	<b>0 %</b>
<b>Grand Total:</b>	<b>458,473.64</b>	<b>3,919,592.52</b>	<b>11,346,951.68</b>	<b>7,427,359.16</b>	<b>35 %</b>

26

12/05/19  
13:53:49

TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 11 / 19

Page: 12 of 12  
Report ID: Bi00B

17

61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
	9800 RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	401,500.00	401,500.00
	Account Total:	0.00	0.00	0.00	0.00	401,500.00	401,500.00
	Account Group Total:	0.00	0.00	0.00	0.00	401,500.00	401,500.00
	Fund Total:	0.00	0.00	0.00	0.00	401,500.00	401,500.00
	Grand Total:	599,110.89	2,808,642.80	1,190,671.80	3,999,314.60	11,346,951.68	7,347,637.08

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Georgia Nixon, Mayor Pro Tem  
Martha Stafford Wolfe  
Rebecca Mann Rayborn  
John Capes

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Financial analysis of golf course operations for November 2019

**AGENDA ITEM #:** II-D

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** December 17, 2019

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Galiman

**SUMMARY:**

Attached is a report of golf operations for the month of November 2019. For the month of November 2019 in comparison to November 2018, revenues were down approximately 5.71%. There were 11 bad weather days in November 2019 as opposed to 14 days in November 2018.

Expenditures were down in November 2019 by approximately 8.3% in comparison to November 2018 expenditures.

The resulting net operating loss for the golf course for the month of November 2019 before capital outlay amounts to -\$58,322, while the net operating loss in November 2018 before capital outlay was -\$64,862. Grill operations net loss was -\$3,023 in November 2019 as opposed to -\$2,986 net loss in November 2018.

Golf rounds for November 2019 were 1,248 while golf rounds for November 2018 were 1,306, a decrease of approximately 4.4%.

**ATTACHMENTS:** Golf Report for November 2019

**RECOMMENDATION/ACTION NEEDED:** None

**BUDGETARY IMPACT:** None

**SUGGESTED MOTION:** None

**FOLLOW UP ACTION NEEDED:** None

Summary  
FYE 6/30/20

	November 2019	November 2018	VARIANCE positive / (negative)	% Variance	YTD FYE 6/30/20	YTD FYE 6/30/19	VARIANCE positive / (negative)	% Variance
<i>Golf Course Operating Revenues</i>	41,707	44,232	(2,525)	-5.71%	426,874	390,323	36,551	9.36%
<i>Golf Course Maintenance Expenditures (before capital outlay)</i>	61,197	62,123	(926)	-1.49%	281,383	280,499	(884)	-0.32%
<i>Golf Course Golf Shop Expenditures (before capital outlay)</i>	38,832	46,971	(8,139)	-17.33%	241,711	220,523	(21,188)	-9.61%
<i>Net exp &lt; or &gt; rev before Capital Outlay</i>	(58,322)	(64,862)	6,540	-10.08%	(96,220)	(110,699)	14,479	13.08%
<i>Capital Outlay</i>	-	-	-			5,516	5,516	100.00%
<i>Net expenditures &lt; or &gt; revenues</i>	<u>(58,322)</u>	<u>(64,862)</u>	6,540	10.08%	<u>(96,220)</u>	<u>(116,215)</u>	19,995	17.21%
<i>Golf Rounds Played (not including complimentary play)</i>	1,248	1,306			13,027	11,713		
<i>Bad Weather Days (1)</i>	11	14			25	29		
<i>Days closed for aerification or other reason (closed on Thanksgiving Day)</i>	1				3	2		
<i>Golf course employees paid during the month:</i>								
<i>Full-time positions</i>	9	9						
<i>Part-time hours</i>	1,036	999						

(1) - Defined as rain, snow, 49 degrees or below, 95 degrees or above

Golf Course Revenues  
 Revenues  
 FYE 6/30/20

	November 2019	November 2018	VARIANCE positive / (negative)	% Variance	YTD FYE 6/30/20	YTD FYE 6/30/19	VARIANCE positive / (negative)	% Variance
Greens	19,665	23,227	(3,562)	-15.34%	221,715	203,382	18,333	9.01%
Cart Rentals	11,420	10,944	476	4.35%	114,216	99,679	14,537	14.58%
Pull Carts	14	9	5	55.56%	87	91	(4)	-4.40%
Driving Range	1,982	1,770	212	11.98%	19,517	19,140	377	1.97%
Sales - Golf Shop Inventory	2,585	2,830	(245)	-8.66%	22,711	22,186	525	2.37%
Sales - Golf Shop Concessions	4,816	4,952	(136)	-2.75%	43,060	41,340	1,720	4.16%
Golf Clubhouse Rental Fees	1,225	500	725	145.00%	5,568	4,505	1,063	23.60%
	<u>41,707</u>	<u>44,232</u>	(2,525)	-5.71%	<u>426,874</u>	<u>390,323</u>	36,551	9.36%



Jamestown Park Golf Course Operations  
 Golf Maintenance Expenditures  
 FYE 6/30/20

	November 2019	November 2018	VARIANCE (positive) / negative	% Variance	YTD FYE 6/30/20	YTD FYE 6/30/19	VARIANCE (positive) / negative	% Variance
<i>Salaries &amp; Employee Benefits</i>	45,114	42,219	2,895	6.86%	187,593	169,266	18,327	10.83%
<i>Supplies &amp; Materials</i>	7,962	10,521	(2,559)	-24.32%	47,943	57,626	(9,683)	-16.80%
<i>Contractual Services</i>	4,656	4,434	222	5.01%	33,694	36,378	(2,684)	-7.38%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	3,465	4,949	(1,484)	-29.99%	12,153	17,229	(5,076)	-29.46%
<i>Total Exp before Capital Outlay</i>	61,197	62,123	(926)	-1.49%	281,383	280,499	884	0.32%
<i>Capital Outlay</i>	-	-	-		-	5,516	(5,516)	-100.00%
	<u>61,197</u>	<u>62,123</u>	<u>(926)</u>	-1.49%	<u>281,383</u>	<u>286,015</u>	<u>(4,632)</u>	-1.62%

Golf Shop Expenditures  
 FYE 6/30/20

	November 2019	November 2018	VARIANCE		YTD FYE 6/30/20	YTD FYE 6/30/19	VARIANCE	
			(positive) / negative	% Variance			(positive) / negative	% Variance
<i>Salaries &amp; Employee Benefits</i>	28,250	26,359	1,891	7.17%	117,903	104,798	13,105	12.51%
<i>Supplies &amp; Materials</i>	5,541	6,263	(722)	-11.53%	48,907	38,997	9,910	25.41%
<i>Contractual Services</i>	1,761	7,852	(6,091)	-77.57%	52,124	52,456	(332)	-0.63%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	3,280	6,497	(3,217)	-49.52%	22,777	24,272	(1,495)	-6.16%
<i>Total Exp before Capital Outlay</i>	38,832	46,971	(8,139)	-17.33%	241,711	220,523	21,188	9.61%
<i>Capital Outlay</i>	-	-	-	-	-	-	-	-
	<u>38,832</u>	<u>46,971</u>	(8,139)	-17.33%	<u>241,711</u>	<u>220,523</u>	21,188	9.61%

**Grill Operations  
FYE 6/30/20**

	<u>November 2019</u>	<u>YTD FYE 6/30/20</u>	<u>November 2018</u>	<u>YTD FYE 6/30/19</u>
Golf Shop Grill Revenues	4,816	43,060	4,952	41,340
Golf Shop Rental Revenue	1,175	4,420	405	4,290
	<u>5,991</u>	<u>47,480</u>	<u>5,357</u>	<u>45,630</u>
 Expenditures:				
Wages	(1) 4,092	15,514	4,167 (1)	15,523
FICA	313	1,186	319	1,186
Benefits	1,261	5,615	1,070	4,695
Grill supplies	144	1,319	98	747
Food & beverage purchases	3,204	20,131	2,689	17,327
	<u>9,014</u>	<u>43,765</u>	<u>8,343</u>	<u>39,478</u>
	<u>(3,023)</u>	<u>3,715</u>	<u>(2,986)</u>	<u>6,152</u>

(1) - represents 3 pay periods, due to the way the payroll fell

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Georgia Nixon, Mayor Pro Tem  
Martha Stafford Wolfe  
Rebecca Mann Rayborn  
John Capes

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Resolution for Designation of Official Depository

**AGENDA ITEM #:** II-E

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** December 17, 2019

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

The Town wishes to have the option to seek quotes from Carter Bank for Certificates of Deposit, money market accounts, or other types of accounts. Carter Bank is a "pooling method" bank, which is the type of bank recommended by the Department of State Treasurer. This means that the bank has selected to secure its uninsured public deposits under the "Pooling Method", which is a collateral pool under which each public depositor's uninsured deposits are secured with securities held by the State Treasurer's agent in the name of the State Treasurer. Attached is the resolution for designating Carter Bank as an official depository of the Town.

**ATTACHMENTS:** Resolution designating Carter Bank an Official Depository

**RECOMMENDATION/ACTION NEEDED:** Approve the resolution for designating Carter Bank as an official depository of the Town.

**BUDGETARY IMPACT:** None

**SUGGESTED MOTION:** Approve the resolution for designating Carter Bank as an official depository of the Town.

**FOLLOW UP ACTION NEEDED:** None



Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

**RESOLUTION DESIGNATING CARTER BANK AS AN OFFICIAL DEPOSITORY**

**WHEREAS**, it is the desire of the Town Council that all public funds of the Town of Jamestown (hereafter the "Town") be deposited in a secure, efficient, and effective manner;

**WHEREAS**, it is the responsibility of the Finance Director to supervise the receipt, custody, and disbursement of the public funds of the Town;

**WHEREAS**, Carter Bank is qualified to be an official depository for the Town pursuant to G.S. 159-31 and has selected to secure its uninsured public deposits under the "Pooling Method," which is a collateral pool under which each public depositor's uninsured deposits are secured with securities held by the State Treasurer's agent in the name of the State Treasurer.

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of Jamestown that:

**Section 1.** Carter Bank is hereby designated as an official depository of the Town. The Finance Director of the Town shall be and is hereby authorized and directed to deposit funds of the Town in the Official Depository in the name and to the credit of the Town of Jamestown.

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S. Lynn Montgomery, Mayor

ATTEST:

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Katie McBride, Town Clerk

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Georgia Nixon, Mayor Pro Tem  
Martha Stafford Wolfe  
Rebecca Mann Rayborn  
John Capes

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Consideration of 2020 Council Retreat

**AGENDA ITEM #:** IV-A

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** December 17, 2019

**ESTIMATED TIME FOR DISCUSSION:** 15

**DEPARTMENT:** Administration

**CONTACT PERSON:** Kenny Cole, Town Manager

**SUMMARY:**

The purpose of our January retreat is to discuss long and short term issues that may affect town services. These issues also gives staff guidance in preparing for our budget work session in March 2020. At our November 19th meeting, Council voted to hold the retreat on January 10, 2020 at 9:00am.

Staff and Council members were given the opportunity to share items of interest for the retreat. A comprehensive list of these items are attached. After discussion with staff, this list was narrowed to the following agenda items:

- A. Growth & Development in Jamestown
- B. Interpretation of authority to make grants to private entities.
- C. Future of Powell Bill Funding and Impacts to Street Maintenance
- D. Storm Water Utility Issues
- E. Future of Town-Initiated projects

**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Discussion

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Set location and Agenda for Council Retreat.

**FOLLOW UP ACTION NEEDED:** Discuss items for the retreat.

## **Comprehensive List**

1. Update of Park Rules
2. Review the Civic Center Usage & Fees
3. Guilford County Schools Redistricting
4. Succession Planning
5. Senior Citizen Breakfast
6. Town Street Maintenance Program
7. Water & Sewer Improvements Inventory
8. Storm Drainage specifically Forestdale East (Wiltshire)
9. Sheriff Crime Report at Monthly meetings/weekly updates/deputy at Council meetings
10. Staff issues with the increased development in Jamestown
11. Growth & Development in Jamestown
12. Renovations at Town Hall
13. Storm Water Utility
14. Future of Oakdale Cotton Mill
15. Future of Golf Course property
16. Future of Music in the Park and other special events
17. Adoption of Rules of Procedure for Town Council
18. Review of Town's "Mission and Vision" statements
19. Social Media needs
20. Interpretation of authority to make grants to private entities.
21. Future of Powell Bill Funding and Impacts to Street Resurfacing Projects
22. Future of Town-initiated projects

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Georgia Nixon, Mayor Pro Tem  
Martha Stafford Wolfe  
Rebecca Mann Rayborn  
John Capes

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of Contract with Benchmark Planning for Comp Plan Update    **AGENDA ITEM #:** IV-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

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**MEETING DATE:** Nov. 19, 2019

**ESTIMATED TIME FOR DISCUSSION:** 5 min.

**DEPARTMENT:** Planning

**CONTACT PERSON:** Matthew Johnson, Asst. Town Mgr.

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**SUMMARY:**

Request to approve a contract with Benchmark CMR, Inc. for planning consultancy services to update the Comprehensive Plan. Benchmark will complete a portion of the update this budget year and a portion next fiscal year. The proposed fee for FY 19-20 is \$75,000 and has been preaudited by Judy Gallman, Finance Director. The remaining \$75,250 will be included in the FY 20-21 budget. The fees include all of the Scope of Work included in Attachment A. This contract will also include an overhaul of some portions of the Land Development Ordinances once the Comp Plan is complete. This will be necessary for a couple of reasons - 1) to ensure our Ordinances are compliant with new planning laws; 2) to ensure that recommendations determined in the Comp Plan Update are included in our ordinances; and 3) to ensure compliance with a new law enacted by the NC General Assembly which all municipalities are required to be compliant with no later than Jan. 1, 2021.

Staff recommends approval of this contract.

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**ATTACHMENTS:** Contract documents; Judy's preaudit of the contracted amount (required before Council's authorization)

**RECOMMENDATION/ACTION NEEDED:** Staff recommends approval of the contract as presented.

**BUDGETARY IMPACT:** Future budget of \$75,250 required to complete the project. Will be included in FY 20-21 budget.

**SUGGESTED MOTION:** Move to approve contract as presented.

**FOLLOW UP ACTION NEEDED:** N/A



STATE OF North Carolina  
COUNTY OF Guilford

**AGREEMENT FOR SERVICES**

**THIS AGREEMENT**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between The Town of Jamestown, North Carolina, herein and after referred to as the Local Government, and Benchmark CMR, Inc., a North Carolina Company located in Charlotte, North Carolina.

**WITNESSETH:**

**WHEREAS**, the Local Government requested assistance for the preparation of a Comprehensive Plan; and

**WHEREAS**, Benchmark CMR, Inc. has expertise in response to the request pertaining to same; and

**WHEREAS**, the Local Government and Benchmark CMR, Inc. desire to memorialize Benchmark CMR, Inc.'s proposal and award of a contract,

**NOW THEREFORE**, the Local Government and Benchmark CMR, Inc. agree as follows:

**1. SCOPE OF SERVICES:** Benchmark CMR, Inc. agrees to provide and perform for the Local Government all of those services stipulated in Attachment A: Scope of Services, which is hereby incorporated as a part of this contract as if fully set forth herein. Any different or additional Scope of Services shall be approved and authorized by the Local Government in advance.

**2. COMPENSATION FOR SERVICES:** In consideration for the completion of the Scope of Services in Attachment A, the Local Government shall compensate Benchmark \$150,250.00. This fee shall be paid to Benchmark CMR, Inc. in accordance with Section 3 below. Per the Scope of Services Benchmark shall complete the Tasks as outlined in Table A.1 in Fiscal Year 2019-20 in the amount of \$75,000.00. It is anticipated that the Local Government will budget and appropriate the remaining \$75,250.00 to compensate Benchmark for the fulfillment of the remainder of the Scope of Services as outlined by Task in Table A.2 in Fiscal Year 2020-21.

**3. METHOD OF PAYMENT:** Benchmark CMR, Inc. will submit monthly invoices based on the percentage of work performed toward the completion of the Scope of Services. The Local Government shall remit payment to Benchmark CMR, Inc. within twenty-one (21) days following the receipt of each monthly invoice.

**4. TERMINATION OF CONTRACT FOR CAUSE:** If Benchmark CMR, Inc. shall fail to fulfill in a timely, professional and proper manner all obligations under this contract, or should Benchmark CMR, Inc. violate any of the covenants, agreements, or stipulations of this contract, the Local Government shall have the right to terminate this contract immediately by giving written notice to Benchmark CMR, Inc. of such termination and specifying the effective date thereof. In a like manner, Benchmark CMR, Inc. shall have the right to terminate this contract immediately by giving

written notice to the Local Government of such termination and specifying the effective date thereof. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by Benchmark CMR, Inc. under this contract shall, at the option of the Local Government, become the property of the Local Government and Benchmark CMR, Inc. shall be entitled to receive just and equitable compensation for any work satisfactorily completed pursuant to this contract. However, the Local Government shall not be obligated to pay any remaining charges for work satisfactorily completed where there exists a right in favor of the Local Government for refund, reimbursement or offset in connection with any obligations arising from Benchmark CMR, Inc. to the Local Government.

**5. LEGAL REMEDIES:** Benchmark CMR, Inc. shall not be relieved of any liability to the Local Government for damages sustained by the Local Government by virtue of any breach of this contract by Benchmark CMR, Inc. It is specifically understood that the Local Government may withhold any payments to Benchmark CMR, Inc. for the purpose of offset until such time as the exact amount of damages due the Local Government from Benchmark CMR, Inc. is determined. The Local Government otherwise reserves all legal remedies as may be provided by law.

**6. INDEMNITY:** Benchmark CMR, Inc. will indemnify and save harmless the Local Government, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorneys' fees resulting from a willful or negligent act or omission of Benchmark CMR, Inc., its officers, agents, servants and employees in the performance of this Contract; provided, however, that Benchmark CMR, Inc. shall not be liable for any suits, actions, legal proceedings, claims, demands, damages, costs, expenses and attorneys' fees arising out of the award of this Agreement or a willful or negligent act or omission of the Local Government, its officers, agents, servants and employees.

**7. CHANGES:** The Local Government may, from time to time, request changes in the Scope of Services of Benchmark CMR, Inc. to be performed hereunder. Such changes, including any increase or decrease in the amount of Benchmark CMR, Inc.'s compensation, which may be mutually agreed upon between the Local Government and Benchmark CMR, Inc. shall be incorporated in written amendments to this contract after appropriate authorization as called for in Section I of this Agreement.

**8. EQUAL EMPLOYMENT OPPORTUNITY:** Benchmark CMR, Inc. shall not discriminate against any employee or applicant for employment on account of race, color, religion, sex, national origin, age, because of handicapping condition, or Vietnam Era Veteran status. Benchmark CMR, Inc. shall take affirmative action to ensure equal employment opportunity with respect to all of its employment practices.

**9. FEDERAL AND STATE COMPLIANCE:** Benchmark CMR, Inc. acknowledges responsibility for compliance with any and all applicable corporate, partnership or individual taxation laws. Benchmark CMR, Inc. shall pay all applicable taxes and insurance premiums stipulated by applicable law and shall hold harmless the Local Government for the payment thereof. Benchmark CMR, Inc. acknowledges exemption from withholding of applicable taxes or other deductions from

compensation agreed to in Section 2 of this contract. Benchmark CMR, Inc. agrees to furnish Federal Form W-9, upon execution of this contract and prior to issuance of any compensation from the Local Government. Benchmark CMR, Inc. represents and warrants that it is in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, Benchmark CMR, Inc. warrants that any subcontractors used by Benchmark CMR, Inc. will be in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

**10. FINAL DELIVERABLES:** Benchmark shall deliver final products as outlined in Attachment A: Scope of Services.

**11. ENTIRE AGREEMENT:** This is the entire agreement between the parties and there are no terms, conditions, representations or warranties relating to the work to be performed hereunder which are not specifically set forth herein.

## Attachment A: Scope of Services

The following scope of work will serve as the basis for the process of developing the Town of Jamestown Comprehensive Plan:

**Task A – Project Initiation Meeting:** Benchmark will hold a project initiation meeting with town staff to formally begin the comprehensive plan development process. This meeting will be used to finalize the overall project schedule, discuss the general outline of the public involvement plan, begin planning for stakeholder interviews, and identify any outstanding gaps in data and document collection.

**Task B – Public Involvement Plan:** Benchmark will prepare a public involvement plan that will provide guidance to the project team and the town through the process of developing the comprehensive plan. This document will generally establish the desired points of public outreach, identify potential meeting dates / locations for public workshops, specify the means and timing of advertising for public meetings, and identify any desired social media products / email distribution lists to use for public outreach during the process.

**Task C – Stakeholder Interviews:** Benchmark will hold stakeholder interviews / listening sessions over a two-day period to develop a better understanding of the community and assist in the background research for the comprehensive plan. Town staff will work with Benchmark to identify potential interview participants, invite attendees and secure meeting space. It is anticipated that over the two-day period the Benchmark team will have availability for up to 24 listening session periods lasting 50 minutes each (6 sessions per day with two teams conducting separate sessions)

**Task D – Background Research:** Benchmark will conduct background research on topics related to demographics, housing, transportation, land use, economic conditions, parks and recreation, environmental conditions, community services, and other topics of interest. Once completed, Benchmark will prepare a report detailing the findings of the research.

**Task E – Adopted Plan Assessment:** In conjunction with the background research, Benchmark will prepare an overview and analysis of the town's adopted planning documents. Once completed, Benchmark will prepare a report detailing the findings of the assessment.

**Task F – Project Website and Public Outreach:** Benchmark will set up and maintain a dedicated project website that will serve as the digital focal point for the community during the comprehensive plan process. During the development of the public involvement plan, Benchmark will work with the town to determine other desired means of digital communication (social media, email lists, etc.) and integrate those into the overall online public outreach strategy. During the planning process, Benchmark will prepare both digital and print media outreach products (such as meeting announcements / flyers) and coordinate their distribution with the town's public information officer. At the conclusion of the process, Benchmark will transfer the website and any other digital communications accounts to the town. If requested, Benchmark can provide social media advertising on any accounts that are created for the project. Direct expenses associated with any requested advertising will be reimbursed to Benchmark by the town at cost.

**Task G – Community Survey:** Benchmark will prepare and deploy a digital survey. At the conclusion of the survey, Benchmark will analyze the results and prepare a report on the survey. The survey questions will be developed in conjunction with town staff and the project steering committee, but will generally focus on the major themes of the plan. If the town desires to have hard-copy versions of the survey, the town will be responsible for printing and distribution. Any hard-copy surveys collected will be the responsibility of the town to enter into Benchmark’s digital survey collector for analysis with the digital survey results.

**Task H – Staff / Technical Committee Meetings:** Over the course of the project Benchmark will attend up to 8 meetings with the staff / technical committee assigned to work with the project team. These meetings will be used to review reports, project materials, and discuss upcoming public meetings / outreach in preparation for steering committee meetings.

**Task I – Steering Committee Meetings:** Over the course of the project, Benchmark will hold up to 9 meetings with the comprehensive plan steering committee. The steering committee will provide general oversight of the project and generally guide the vision and recommendations of the plan.

**Task J – Public Meetings / Workshops:** Benchmark will hold up to 4 public meetings / workshops over the course of the project. Benchmark will work with the staff and steering committee to determine the format of each public meeting/workshop. Benchmark has suggested a series of 3 workshops with the committee and the public, and a final public meeting to be held once the draft of the comprehensive plan is completed – before it is presented to the Planning Board for their hearing and recommendation.

**Task K – Prepare Comprehensive Plan Draft:** Benchmark will prepare a draft of the comprehensive plan.

**Task L – Prepare Final Comprehensive Plan:** Following the approval of the plan by the steering committee and presentation of the plan to the public, Benchmark will prepare a final version of the comprehensive plan.

**Task M – Planning Board Hearing and Recommendation:** Once the final plan is prepared, Benchmark will attend a Planning Board meeting to present the plan to the Board for their consideration and recommendation to the Town Council.

**Task N – Town Council Hearing and Adoption:** Following the Planning Board’s recommendation on the plan, Benchmark will attend a Town Council meeting to present the plan at the public hearing prior to the Council’s consideration of the adoption of the comprehensive plan.

**Task O – Ordinance Updates:** Benchmark will work with town staff to prepare ordinance updates to address the Reed vs. Gilbert decision related to signs, updates related to the enactment of NCGS 160D, and limited amendments related to major recommendations in the Comprehensive Plan. Town staff will be responsible for meetings related to the adoption process.

**Division of Tasks between Fiscal Year 2019-20 and 2020-21:** In Fiscal Year 2019-20, Benchmark will complete the following:

<b>Table A.1 - Fiscal Year 2019-20 Scope of Services by Task</b>	<b>Amount</b>
Task A – Project Initiation Meeting	\$1,000
Task B – Public Involvement Plan	\$1,500
Task C – Stakeholder Interviews	\$4,000
Task D – Background Research	\$15,000
Task E – Adopted Plan Assessment	\$7,500
Task F – Project Website and Public Outreach (partial)	\$5,250
Task G – Community Survey	\$5,000
Task H – Staff / Technical Committee Meetings (partial)	\$8,000
Task I – Steering Committee Meetings (partial)	\$5,670
Task J – Public Meetings / Workshops (partial)	\$17,200
Task O – Ordinance Updates (partial)	\$4,880
	\$75,000

**IN WITNESS WHEREOF**, the parties have executed this agreement as of the day and year first above written.

**ATTEST**

**LOCAL GOVERNMENT**

\_\_\_\_\_  
Signature

**BY:** \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

This instrument has been pre-audited in a manner required by applicable law.

Judy Gall 10-4900-4990  
**Finance Officer**

**ATTEST**

**BENCHMARK CMR, INC.**

\_\_\_\_\_  
**Signature**

**BY:** \_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

Vagn K. Hansen II  
**Name**

Jason M. Epley  
**Name**

Planning Manager  
**Title**

President  
**Title**

In Fiscal Year 2020-21, Benchmark will complete the remainder of the Tasks not completed in Fiscal Year 2019-20, provided that Town Council approves such in the FY 2020-21 budget to be adopted in June 2020. The Finance Officer will approve this portion of the contract separately in July 2020. Funds are not guaranteed until approved by the Finance Officer.

<b>Table A.2 - Fiscal Year 2020-21 Scope of Services by Task</b>	<b>Amount</b>
Task F – Project Website and Public Outreach (partial)	\$4,750
Task H – Staff / Technical Committee Meetings (partial)	\$8,000
Task I – Steering Committee Meetings (partial)	\$7,830
Task J – Public Meetings / Workshops (partial)	\$25,800
Task K – Prepare Comprehensive Plan Draft	\$17,500
Task L – Prepare Final Comprehensive Plan	\$6,250
Task M – Planning Board Hearing and Recommendation	\$1,000
Task N – Town Council Hearing and Adoption	\$1,000
Task O – Ordinance Updates (partial)	\$3,120
	\$75,250

IN WITNESS WHEREOF, the parties have executed this agreement as of the day and year first above written.

**ATTEST**

**LOCAL GOVERNMENT**

\_\_\_\_\_  
**Signature**

**BY:** \_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Title**

This instrument has been pre-audited in a manner required by applicable law.

\_\_\_\_\_  
**Finance Officer**

**ATTEST**

**BENCHMARK CMR, INC.**

\_\_\_\_\_  
**Signature**

**BY:** \_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

Vagn K. Hansen II  
\_\_\_\_\_  
**Name**

Jason M. Epley  
\_\_\_\_\_  
**Name**

Planning Manager  
\_\_\_\_\_  
**Title**

President  
\_\_\_\_\_  
**Title**



**Deliverables:** Following the adoption of the comprehensive plan, Benchmark will prepare a final version of the plan for delivery in digital format to the Town as the primary deliverable of the project. If desired, Benchmark can arrange for the publishing of hard copies of the plan subject to a request by the town, with reimbursement at cost. All maps, reports, public information materials, and similar products created for the project will be transferred in digital format to the town. All GIS and mapping data used / created for the plan (other than data received from the town) will be transferred to the town. If requested, the project website, along with any social media accounts created for the project will be transferred to the town. If transfer is not desired, the website / accounts will be closed. All of the preceding (excluding any instances of the Benchmark logo) will become the property of the Town of Jamestown, which shall have the right to use these work products in any manner that it deems appropriate.

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Georgia Nixon, Mayor Pro Tem  
Martha Stafford Wolfe  
Rebecca Mann Rayborn  
John Capes

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Discussion of Unsealing Closed Session Minutes

**AGENDA ITEM #:** IV-C

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** December 17, 2019

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie McBride, Town Clerk

**SUMMARY:**

On February 21, 2017 the Town Council passed a resolution that called for the annual review of the Town's Closed Session minutes. The resolution requires the Town Manager, Town Clerk, Town Attorney, and Mayor to review the minutes in December and determine if any of the Closed Session minutes may be released to the public.

Beth Koonce, Mayor Montgomery, Kenny Cole, and Katie McBride met to review the Closed Session minutes on December 4th. Beth Koonce will discuss the unsealing of the Closed Session minutes with Council during the December 17th Town Council meeting.

**ATTACHMENTS:** Resolution regarding the sealing and unsealing of Closed Session Minutes

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**



Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

RESOLUTION  
TOWN OF JAMESTOWN  
REGARDING THE SEALING AND UNSEALING  
OF CLOSED SESSION MINUTES

WHEREAS, the Town of Jamestown according to G. S. 143-318.10 has the right to hold closed session meetings; and

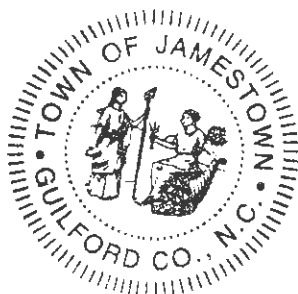
WHEREAS, it is required by G. S. 143-318.10, that a general account of the meeting be kept so that anyone not in attendance would have reasonable understanding of what transpired; and

WHEREAS, it may be necessary to withhold or seal the minutes to a closed session so as not to frustrate the purpose of the discussion and need for the closed session; and

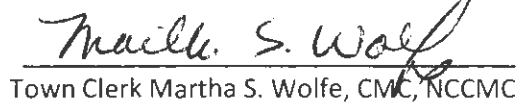
THEREFORE BE IT RESOLVED, that the Town Council of the Town of Jamestown will require that all minutes to a closed session be sealed until the Town Council officially unseals the minutes to closed session meetings.

BE IT FURTHER RESOLVED that the Town Manager, Town Clerk, Town Attorney and the Mayor will annually review the closed session minutes in December to determine if their disclosure no longer frustrates the purpose for which the closed session was held. Upon Town Council approval, the closed session minutes shall be unsealed and made a part of the Official Minute Book of the Town of Jamestown.

Adopted this the 21<sup>st</sup> day of February 2017.



  
Mayor Keith L. Vofsi

  
Town Clerk Martha S. Wolfe, CMC, NCCMC

2017-02-01

132

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Georgia Nixon, Mayor Pro Tem  
Martha Stafford Wolfe  
Rebecca Mann Rayborn  
John Capes

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Oath of Office Swearing-In Ceremony for the Mayor & Council

**AGENDA ITEM #:** VI-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

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**MEETING DATE:** December 17, 2019

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie McBride, Town Clerk

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**SUMMARY:**

The newly elected Mayor and Council are required to take the Oath of Office before they assume their governing duties. Georgia Nixon will administer the Oath of Office to the elected officials.

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**ATTACHMENTS:** Oath of Office for Mayor Montgomery & Council Members Wolfe, Rayborn, Capes, & Straughn

**RECOMMENDATION/ACTION NEEDED:** Mayor and Council will take the Oath of Office

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** N/A

**NORTH CAROLINA**

**OATH OF OFFICE**

**TOWN OF JAMESTOWN**

**GUILFORD COUNTY**

I, Sharon Lynn Montgomery, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND I DO SOLEMNLY AND SINCERELY SWEAR THAT I WILL BE FAITHFUL, AND BEAR TRUE ALLEGIANCE TO THE STATE OF NORTH CAROLINA, AND TO THE CONSTITUTIONAL POWERS AND AUTHORITIES WHICH ARE, OR MAY BE ESTABLISHED FOR THE GOVERNMENT THEREOF, AND THAT I WILL ENDEAVOR TO SUPPORT AND MAINTAIN AND DEFEND THE CONSTITUTION OF THE UNITED STATES, TO THE BEST OF MY KNOWLEDGE AND ABILITY, AND I DO SOLEMNLY SWEAR THAT I WILL WELL AND TRULY EXECUTE THE DUTIES OF THE OFFICE OF Mayor OF THE TOWN OF JAMESTOWN, NORTH CAROLINA, SO HELP ME GOD.

\_\_\_\_\_  
Signature

OATH WITNESSED BY: \_\_\_\_\_

THIS 17<sup>th</sup> DAY OF December, 2019



**NORTH CAROLINA**

***OATH OF OFFICE***

**TOWN OF JAMESTOWN**

**GUILFORD COUNTY**

I, Martha Stafford Wolfe, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND I DO SOLEMNLY AND SINCERELY SWEAR THAT I WILL BE FAITHFUL, AND BEAR TRUE ALLEGIANCE TO THE STATE OF NORTH CAROLINA, AND TO THE CONSTITUTIONAL POWERS AND AUTHORITIES WHICH ARE, OR MAY BE ESTABLISHED FOR THE GOVERNMENT THEREOF, AND THAT I WILL ENDEAVOR TO SUPPORT AND MAINTAIN AND DEFEND THE CONSTITUTION OF THE UNITED STATES, TO THE BEST OF MY KNOWLEDGE AND ABILITY, AND I DO SOLEMNLY SWEAR THAT I WILL WELL AND TRULY EXECUTE THE DUTIES OF THE OFFICE OF Council Member OF THE TOWN OF JAMESTOWN, NORTH CAROLINA, SO HELP ME GOD.

\_\_\_\_\_  
Signature

OATH WITNESSED BY: \_\_\_\_\_

THIS 17<sup>TH</sup> DAY OF December, 2019



**NORTH CAROLINA**

***OATH OF OFFICE***

**TOWN OF JAMESTOWN**

**GUILFORD COUNTY**

I, Rebecca Mann Rayborn, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND I DO SOLEMNLY AND SINCERELY SWEAR THAT I WILL BE FAITHFUL, AND BEAR TRUE ALLEGIANCE TO THE STATE OF NORTH CAROLINA, AND TO THE CONSTITUTIONAL POWERS AND AUTHORITIES WHICH ARE, OR MAY BE ESTABLISHED FOR THE GOVERNMENT THEREOF, AND THAT I WILL ENDEAVOR TO SUPPORT AND MAINTAIN AND DEFEND THE CONSTITUTION OF THE UNITED STATES, TO THE BEST OF MY KNOWLEDGE AND ABILITY, AND I DO SOLEMNLY SWEAR THAT I WILL WELL AND TRULY EXECUTE THE DUTIES OF THE OFFICE OF Council Member OF THE TOWN OF JAMESTOWN, NORTH CAROLINA, SO HELP ME GOD.

\_\_\_\_\_  
Signature

OATH WITNESSED BY: \_\_\_\_\_

THIS 17<sup>TH</sup> DAY OF December, 2019



**NORTH CAROLINA**

***OATH OF OFFICE***

**TOWN OF JAMESTOWN**

**GUILFORD COUNTY**

I, John Capes, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND I DO SOLEMNLY AND SINCERELY SWEAR THAT I WILL BE FAITHFUL, AND BEAR TRUE ALLEGIANCE TO THE STATE OF NORTH CAROLINA, AND TO THE CONSTITUTIONAL POWERS AND AUTHORITIES WHICH ARE, OR MAY BE ESTABLISHED FOR THE GOVERNMENT THEREOF, AND THAT I WILL ENDEAVOR TO SUPPORT AND MAINTAIN AND DEFEND THE CONSTITUTION OF THE UNITED STATES, TO THE BEST OF MY KNOWLEDGE AND ABILITY, AND I DO SOLEMNLY SWEAR THAT I WILL WELL AND TRULY EXECUTE THE DUTIES OF THE OFFICE OF Council Member OF THE TOWN OF JAMESTOWN, NORTH CAROLINA, SO HELP ME GOD.

\_\_\_\_\_  
Signature

OATH WITNESSED BY: \_\_\_\_\_

THIS 17<sup>TH</sup> DAY OF December, 2019





**NORTH CAROLINA**

***OATH OF OFFICE***

**TOWN OF JAMESTOWN**

**GUILFORD COUNTY**

I, Lawrence Straughn, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND I DO SOLEMNLY AND SINCERELY SWEAR THAT I WILL BE FAITHFUL, AND BEAR TRUE ALLEGIANCE TO THE STATE OF NORTH CAROLINA, AND TO THE CONSTITUTIONAL POWERS AND AUTHORITIES WHICH ARE, OR MAY BE ESTABLISHED FOR THE GOVERNMENT THEREOF, AND THAT I WILL ENDEAVOR TO SUPPORT AND MAINTAIN AND DEFEND THE CONSTITUTION OF THE UNITED STATES, TO THE BEST OF MY KNOWLEDGE AND ABILITY, AND I DO SOLEMNLY SWEAR THAT I WILL WELL AND TRULY EXECUTE THE DUTIES OF THE OFFICE OF Council Member OF THE TOWN OF JAMESTOWN, NORTH CAROLINA, SO HELP ME GOD.

\_\_\_\_\_  
Signature

OATH WITNESSED BY: \_\_\_\_\_

THIS 17<sup>TH</sup> DAY OF December, 2019



**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Georgia Nixon, Mayor Pro Tem  
Martha Stafford Wolfe  
Rebecca Mann Rayborn  
John Capes

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Appointment of Mayor Pro Tem

**AGENDA ITEM #:** VI-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

**MEETING DATE:** December 17, 2019

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie McBride, Town Clerk

**SUMMARY:**

The Council must appoint a Mayor Pro Tem from among its Members. The Mayor Pro Tem will have the following responsibilities:

1. Presiding in the Mayor's Absence- When present, the Mayor Pro Tem will preside over Council meetings in the Mayor's absence
2. Delegation of Mayor's Powers/Duties- In the Mayor's absence, the Council may confer on the Mayor Pro Tem any of the Mayor's powers and duties. Likewise, if the Mayor becomes physically or mentally unable to perform the duties of his or her office, the Council may, by unanimous vote, declare the Mayor incapacitated and confer any of the Mayor's powers and duties on the Mayor Pro Tem. If the Mayor announces that he or she is no longer incapacitated, and a majority of the Council concurs, the Mayor shall resume the exercise of his or her powers and duties.
3. Duty to Vote- Even when presiding over a Council meeting, the Mayor Pro Tem has the same duty as other Council Members to vote on all questions unless he or she has been excused from voting.

**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Appoint a Council Member to be Mayor Pro Tem

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member will nominate \_\_\_\_\_ to be appointed as Mayor Pro Tem.

**FOLLOW UP ACTION NEEDED:** N/A

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Georgia Nixon, Mayor Pro Tem  
Martha Stafford Wolfe  
Rebecca Mann Rayborn  
John Capes

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Resolution honoring Georgia S. Nixon

**AGENDA ITEM #:** VI-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

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**MEETING DATE:** December 17, 2019

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie McBride, Town Clerk

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**SUMMARY:**

Georgia S. Nixon has served on the Town of Jamestown's Town Council since December 18, 2007. She was also appointed to be Mayor Pro Tem by her fellow Council Members on December 19, 2017. Georgia has devoted over a decade to serving our community and has earned special recognition for her time on the Town Council.

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**ATTACHMENTS:** Resolution Honoring Georgia S. Nixon

**RECOMMENDATION/ACTION NEEDED:** N/A

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** N/A



Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

**Resolution Honoring Georgia S. Nixon**

**WHEREAS**, Georgia Nixon has served her community as a Council Member from December 18, 2007 through December 17, 2019; and

**WHEREAS**, she was appointed as Mayor Pro Tem on December 19, 2017 by her fellow Council Members; and

**WHEREAS**, Georgia Nixon has devoted over a decade to our community during a period of time that numerous projects were initiated through her leadership which will continue to have a revitalizing and growing impact on our community far beyond her terms of office; and

**WHEREAS**, her dedication to interlocal partnerships and her professional expertise have been invaluable to the Town Council throughout her service; and

**WHEREAS**, she has been a powerful influence for good within the Town of Jamestown; and

**WHEREAS**, Georgia Nixon had an unwavering commitment for doing what was best for the entire community, courage in expressing her convictions, and a special way of addressing complex issues; and

**WHEREAS**, she has earned the admiration and high regard of those with whom she has worked with including neighboring cities and counties; and

**WHEREAS**, her dedicated service to her community deserves special recognition.

**NOW, THEREFORE**, I, Mayor Lynn Montgomery, by the virtue of the authority vested in me as Mayor of the Town of Jamestown, and on behalf of the entire Town Council and all our citizens, do hereby extend our deep appreciation for the distinguished service of Georgia S. Nixon, and give our best wishes for her future endeavors.

**BE IT FURTHER RESOLVED**, that a copy of this resolution shall be spread upon the official minute book of the Town of Jamestown to stand as a tribute to the service of Georgia S. Nixon.

Adopted this 17<sup>th</sup> day of December, 2019.

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Mayor S. Lynn Montgomery



**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Georgia Nixon, Mayor Pro Tem  
Martha Stafford Wolfe  
Rebecca Mann Rayborn  
John Capes

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Resolution honoring the retirement of Jeff Greeson

**AGENDA ITEM #:** VI-D

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** December 17, 2019

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie McBride, Town Clerk

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**SUMMARY:**

Jeff Greeson has worked for the Public Services Department of the Town of Jamestown since 1988. He has dedicated his time and energy in ensuring that the citizens of the Town of Jamestown have the best services possible. He will be retiring this December from his position as Public Services Superintendent. He has earned special recognition for his service and will be greatly missed by everyone in Town.

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**ATTACHMENTS:** Resolution honoring the retirement of Jeff Greeson

**RECOMMENDATION/ACTION NEEDED:** N/A

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** N/A

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*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

**RESOLUTION HONORING JEFF GREESON, PUBLIC SERVICES SUPERINTENDENT, ON HIS RETIREMENT**

**WHEREAS**, on the occasion of his retirement, it is fitting and proper to recognize Jeff Greeson for his loyalty and dedication to the Town of Jamestown with his more than 30 years of service; and

**WHEREAS**, he joined the Town of Jamestown on May 10, 1988 as a Public Works Laborer, has completed multiple certifications, and was promoted several times across the course of his career; and

**WHEREAS**, Jeff Greeson became the Public Services Superintendent in 2003 and has excelled in his position; and

**WHEREAS**, Jeff Greeson has dedicated his time and attention to the hardworking staff that he supervised and has always strived to give them the credit they deserve; and

**WHEREAS**, he was unique in his ability to handle difficult situations and was always able to put those that he encountered at ease; and

**WHEREAS**, he braved the rain, sleet, wind, and snow at all hours of the night to serve the citizens of Jamestown by repairing broken water and sewer lines, and by clearing fallen trees, debris, and snow from roads; and

**WHEREAS**, his commitment to the Town of Jamestown and its citizens is evident by the love and respect he has earned from his co-workers and the residents of the Town; and

**WHEREAS**, after 30 years of sacrifice and tireless service to Jamestown, now is the time to go off duty, drop the "on-call" status, hang up the phone, and join the ranks of retirees.

**NOW, THEREFORE**, I, Lynn Montgomery, Mayor of the Town of Jamestown, and the Town Council do hereby express our deep appreciation to Jeff Greeson for his distinguished years of service and do extend our best wishes in the next chapter of his life.

**BE IT FURTHER RESOLVED**, that a copy of this Resolution shall be entered into the official minute book of the Town of Jamestown to stand as tribute to the work and service of Jeff Greeson.

Adopted this 17<sup>th</sup> day of December, 2019.

\_\_\_\_\_  
Mayor S. Lynn Montgomery

\_\_\_\_\_  
Council Member Georgia S. Nixon

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Council Member Martha Stafford Wolfe



\_\_\_\_\_  
Council Member John Capes  
P.O. Box 848  
Jamestown, NC 27282

\_\_\_\_\_  
Council Member Rebecca Mann Rayborn

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